

TOWN OF CLARKDALE

**Mobile/Manufactured Home Installation Application**

Permit # \_\_\_\_\_

**PERMIT MUST BE ISSUED BEFORE THE DELIVERY OF HOMES ON LOTS**

Installation Address:	Assessor's Parcel # _____
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CHECK ATTACHED ACCESSORY STRUCTURES ON YOUR CONTRACT:

Awnings                       Skirting/Retaining                       Other \_\_\_\_\_  
 Garages                       Porch

<b>Owner's</b>	Unit Manufacturer:
Name:	Year of Manufacture:
Mailing Address:	Unit Serial #:
Phone Number:	Size:

<b>Unit Installer</b>	<b>WHEN PERMIT IS READY CONTACT:</b>
Name:	<b>Owner                      Unit Installer</b>
Mailing Address:	
Phone Number:	<b>Septic Permit #</b>

<b>Accessory Installer</b>	<b>Town Business License #</b>
Name:	
Mailing Address:	<b>License #:</b>
Phone Number:	<b>Class:</b>
	<b>AZ Sales tax #:</b>

<b>Accessory Installer</b>	<b>Town Business License #</b>
Name:	
Mailing Address:	<b>License #:</b>
Phone Number:	<b>Class:</b>
	<b>AZ Sales tax #:</b>

**\*\*\*\*\*INSPECTIONS WILL NOT BE MADE WITH UNATTENDED DOGS ON JOB SITE\*\*\*\*\***

Lot corners should be marked with licensed surveyor pins prior to the first inspection. Issuance of the permit shall not be considered as an adoption by the inspector of the manifested technical construction contained in the plans and specifications, if thereafter it can be shown that any portion of the work is in conflict with any portion of the ordinances. The undersigned agrees to build in accordance with all applicable laws of the Town of Clarkdale, Yavapai County, and the State of Arizona, and to request inspections as required and to obtain a final inspection prior to occupying this structure.

\_\_\_\_\_  
Installer / Owner / Agent

\_\_\_\_\_  
Date

**2 COPIES OF A PLOT PLAN MUST BE SUBMITTED WITH THIS APPLICATION**

# CERTIFICATION

Name: \_\_\_\_\_ Project Address: \_\_\_\_\_

Owner, Contractor, or Agent - Print

1. I certify that the attached plot plan, submitted to the Town of Clarkdale for approval, indicates all structures, including fences, walls and pads, correct property and building dimensions, setback distances, legal access and easement, and any water course on or adjacent to the property.
2. I assume all responsibility for locating the building on the property exactly as stated on the plot plan as approved by the Town of Clarkdale.
3. I assume all responsibility for being aware of and complying with any Deed Restrictions (CC&R's) that may apply to the property.
4. I agree to install a culvert(s) if there is an existing barrow ditch, or drainage along side the road, or if it is required by the Building Official. The diameter of the culvert shall be determined by the Building Official, however, will be no less than 12”.
5. I understand that a chemical toilet shall be supplied on all new construction sites, AT THE COMMENCEMENT OF CONSTRUCTION.
6. I understand that a trash receptacle or dumpster capable of holding all trash/refuse from the construction project shall be provided on site.
7. Under the requirement of ARS 42-1305.02, on projects valued over \$50,000, the contractor must supply the Building Department with a copy of the Department of Revenue's annual or contract specific exemption, or receipt for a bond for that project.
8. I understand that construction must commence on an issued permit within 180 days, one extension may be granted for up to an additional 180 days. An extension must be applied for in writing prior to the end of the original permit period.
9. I agree to provide and maintain a 20ft minimum, all weather access road to the structure for the purpose of emergency vehicle access.
10. I will call 24 hours in advance and request all the inspections as required and obtain a final inspection and Certificate of Occupancy prior to occupying the property.
11. I understand that underground utilities are required on all new construction. Article 7-9.
12. I understand that any damage to roads or surrounded properties shall be repaired before the final inspection is approved. Any debris and/or mess caused by contractors entering or exiting the construction site shall be cleaned up immediately. Section 7-15.
13. I understand that no work shall commence before sunrise or continue past 9:00p.m. Section 7-15A.

\_\_\_\_\_  
Owner, Contractor, or Agent - Signature

\_\_\_\_\_  
Date

# LICENSE INFORMATION

## I am currently a licensed contractor:

Name: \_\_\_\_\_

License No. ROC \_\_\_\_\_ License Class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:

- A.R.S. §32-1121A5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. §32-1121A6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- Other - \_\_\_\_\_  
(Please specify)

## I will be using the following licensed contractors on this project:

\_\_\_\_\_  
(General Contractor) License No. ROC \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
(Mechanical Contractor) License No. ROC \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
(Electrical Contractor) License No. ROC \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
(Plumbing Contractor) License No. ROC \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_  
(Roofing Contractor) License No. ROC \_\_\_\_\_ Class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704**

## Information REQUIRED on the DESIGN/BUILDING PLAN to Obtain a Building Permit

**TWO (2)** Design/Building plans must be submitted and must include the following:

1.  Contractor's name, address, and phone number.
2.  Owner's name, address, and phone number.
3.  Legal address, property address, parcel number.
4.  Minimum scale:  $\frac{1}{4}$  inch = 1 foot,  $\frac{1}{4}$ " scale is preferred.
5.  Plans with errors or omissions must have corrections made on the original tracings and new prints submitted for re-check unless the corrections are very minor in nature.
6.  **Footings and stem walls:** show depth from existing grade to bottom of footing proposed finish grade and height of stem wall from top of footing to plate line at it's tallest point. Show size of all reinforcements (i.e. rebar, wire mesh, bond beams, anchor bolts, etc.) On stem walls that support wood floors, show size and number of any required vents and depth of excavation under all beams and joists.
7.  **Concrete:** show placement and size of all reinforcements (i.e. rebar, wire mesh, etc.), thickness of all slabs, and location of expansion joints. Show type and depth of any fill and method of compaction. Compressive strength of the concrete in PSI must be noted on plans.
8.  **Framing:** show size, species, and grade for all members. Include center to center spacing and any bridging or blocking. Show all straps, tie downs, brackets, and wind braces (shear panels). For plates and sills show if treated or of natural resistance to decay. Identify type of roofing, if built up or tile, show weight in pounds per square. Identify siding, insulation, window and door sizes, and finished sill heights. All trusses must be approved engineered trusses.
9.  **Locate:** smoke detectors, electrical outlets, electrical safety devices such as GFI, location, size, and type of service. Four hundred AMP and above services shall require an Electrical Engineers seal as per APS requirements. In lieu of an Engineer's seal, the calculations may be prepared by a competent electrician, approved by APS.
10.  **Plumbing:** show location of fixtures and note required amount of combustion air in square inches for gas, water, heater, etc. if used.
11.  **Mechanical:** show location of heating and cooling equipment. Include size and location of ducts. Note required amount of combustion air in square inches.
12.  Show elevations. Show fill area and depth of fill.

SEE SAMPLE DESIGN PLAN ON REVERSE SIDE

## Information **REQUIRED** on **PLOT PLAN** to obtain a Building Permit

**TWO (2) copies** of the Plot plans must be submitted, **one** of the **two** on 8 ½” X 11”paper.

The plot plan must include the following:

1.  The name of the owner, assessors parcel number, property address, and legal description.
2.  All property lines must be indicated and marked “P.L.”
3.  A directional arrow indicating North.
4.  Property dimensions.
5.  ALL existing structures with dimensions.
6.  ALL proposed structures with all dimensions.
7.  Other dimensions:
  - a. Distances between structures
  - b. Distances from all structures to property lines
  - c. Distances from easements to closest structure
  - d. Distances from watercourse to closest structure
8.  Label all streets, easements, or right-of-ways on or adjacent to the property, regardless of purpose or use. Show street names.
9.  Description of use for all existing and proposed structures.
10.  Any watercourse on or within 100 feet from parcel.
11.  Any public or private wells.
12.  Existing roadside ditches and roadside culverts with size.
13.  Off street parking spaces indicating number, size, and drives or entry ways (except on single family dwellings).
14.  Fences-indicate location of the proposed fence including lineal footage, height of fence (not to exceed 6’ in rear and sides of yard and 4’ in front yard), and type of material to be used.
15.  Location and dimensions of septic system and leach field.
16.  Location of driveways, R.V. pads, meter, and lines.
17.  **Location of all UTILITY LINES, POLES, and METERS.**
18.  Indicate scale used.
19.  Slope information: slope information may be given in feet or percentage of slope, also indicate
  - a. High and low point of lot
  - b. By arrows the direction of slope.
  - c. How much difference there is in elevation (in feet) between high and low point.
  - d. How much fall there is (in feet) in the leach trench area.
20.  The Zoning Administrator or Building Official may require additional information in certain cases.

**SEE SAMPLE PLOT PLAN ON REVERSE SIDE**