

SUBMITTAL REQUIREMENTS FOR “A HOME OF MY OWN”

“A Home of my Own” standard plans cannot be used if the following conditions exist:

- Snow load over 40 psf.
- Sloped lots - Plans are designed for slab on grade only. Engineered pads on sloped lots are acceptable.
- If the Geotechnical report requires a different foundation design, e.g. Post Tension Slab.
- If applicant or owner wants to deviate from the approved plans; this would include but not limited to the following.
 - Footprint changes
 - Reconfiguration - exterior or interior walls
 - Slab to wood floor system
 - Structural changes
 - Change in roof manufacturer or design

THE MINIMUM CONTENT REQUIREMENTS FOR PLAN SUBMITTALS ARE AS FOLLOWS:

General

- All supporting documentation to be submitted electronically in PDF Format – Submit all documents that are provided to you by Yavapai County for “A Home of my Own”, this signed document. If documents/pages are missing or altered, plans will not be accepted.
- Site Plan as per PB-9.
- Geotechnical Report as required by policy PB-21. • Special Inspection Forms must be completed and signed.
- Grading Permit in excess of 100 cubic yards (total of cut and fill amounts) (Refer to Policy PB-22).
- The County has provided three truss manufacturers to choose from, submit all three or one set of Sealed calculations of your choice, including the truss layout sheet.
- Off Grid Alternate Power Source (Generator or Solar Systems) will require a separate permit. Reference Policy PE-8 and PE-10 for requirements.

Separate permits are required, but not limited to, the following:

- Onsite Wastewater System
- Grading
- Off Grid Generator or Solar Systems
- Grid Tied Backup Generators
- Accessory Structures (Detached Sheds, Garages, Guest Houses, etc.)
- Fences



Site Plan

- Minimum sheet size – 18"x24" (Maximum 30"x42") drawn to Engineers scale (1:10, 1:20, 1:30...etc.).
- Include location of new structures and any existing structures on site – specify use of each structure.
- Setbacks to all structures and lot lines are marked and labeled.
- All Easements, regardless of purpose. • All utility lines are marked and labeled. If propane fuel used, indicate the size and location of the tank in relation to the structure.
- Location/Size of Septic system and leach lines. • Driveway location and material used
- Adjacent Streets/Roads.
- Contour lines at two (2') foot increments for existing and proposed grade are indicated.
- Provide 2 cross sections, perpendicular to each other showing existing and proposed grade.
- Show the cut and fill amounts on plans.
- Separate grading permit required if over 100 cubic yards – must comply with Geotechnical Report.
- Indicate finished pad elevations, finished floor elevations and drainage flow directions.

Note: All construction costs are to be incurred by the owner/applicant - including but not limited to:

- **Geotechnical report**
- **Special Inspections**
- **Truss package**
- **Septic System (separate permit required)**

Alterations or modifications to plans will not be accepted (before or during construction) - no exceptions. If changes are made, the original permit will be voided and a new custom home permit with new plans are required. The new permit will be processed as a custom home and is subject to all applicable fees and processing times (reduced fees and review time will no longer apply).

I have read and agree to follow the above requirements.

Signature required by owner or agent _____ **Date** _____

