

Yavapai County Development Services

Prescott Office
1120 Commerce Dr., Prescott, AZ 86305
(928) 771-3214



Cottonwood Office
10 S. 6th Street, Cottonwood, AZ 86326
(928) 639-8151

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

SUBMITTAL REQUIREMENTS FOR

“A HOME OF MY OWN”

Updated 3/1/2023

“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

Alteration or modifications to plans will not be accepted (before or during construction) - No Exceptions. If changes are desired new custom home plans are required. Plans will be processed as a custom home and are subject to all applicable fees and processing times, (reduced fees and review time will no longer apply).

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.

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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)**

I have read and agree to follow the above requirements.

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