

Starting a new project and not sure what information you need?

Below is a list of information you will need to know and should verify prior to submitting a Building Permit application for a residential project. Our staff is here to help – if you have any questions, please call or email us. Below are webpage links for easy information access.

Zoning:

Know the zoning of the property, which will specify the required building setbacks, height limitations, and lot coverage allowed. Need to know the zoning of your parcel or if your project is allowed in your zoning district?

- Zoning information can be found here: <https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Land-Use-Code-Enforcement-Unit/Zoning-Information>
- Contact our Planning Unit or email your questions to: planning@yavapaiaz.gov.

Utilities:

If the property will be serviced by an on-site wastewater disposal system or if you will be drilling a well on the property, you will need to apply separately for each of those permits.

- You can find more information at <https://www.yavapaiaz.gov/devserv/environmental-services-division>.
- Have more questions about wastewater disposal systems or wells? Contact our Environmental Services Unit or email your questions to: Enviro.Services@yavapaiaz.gov.

If the property will be connecting to a sewer system, contact the sewer system administrator directly for more information regarding their application process and fees.

APS has an application process of their own for electric service to your property. We strongly recommend that you contact APS and advise them of your project as well as any special circumstances regarding electric service to your property, such as overhead power lines, utility line easements, etc. Visit their website at: <https://www.aps.com/en/About/Construction-and-Power-Line-Siting/Construction-Services/Getting-Your-Project-Started> or contact them at:

- APS Prescott Office: 928-443-6797; Prescottcontroldesk@apsc.com
- APS Cottonwood Office: 928-646-8502; Verdecontroldesk@apsc.com

For gas/propane and/or water service, contact the service providers in your area.

Flood Control:

Review the surface water drainage on your property. If your property contains or is near a watercourse (such as a creek, wash, river, or drainage easement) or is located within a Special Flood Hazard Area, additional building requirements may apply.

You can view this information using Yavapai County's interactive map by enabling the Flood Hazard and Hydrology layers. You may also contact the Flood Control District at Web.Flood.Control@Yavapaiaz.gov to confirm whether any additional requirements apply or for any questions related to surface water or drainage.



Addressing:

If the property does not have an address assigned, our Addressing Unit will assign one during the permit application review process. If the property is located on an unnamed easement, please contact our Addressing unit for specific instructions on street naming.

- You can find more information at <https://www.yavapaiaz.gov/devserv/addressing-division>.
- Still have addressing questions? Contact our Addressing Unit or email questions to: Web.Addressing@Yavapaiaz.gov.

Building Codes:

Yavapai County's currently adopted codes are 2024 IRC, 2024 IBC, 2024 IPC, 2024 IMC, 2024 IFGC, 2024 IPMC, 2024 IEBC, 2024 ISPSC, the 2012 IECC, the 2023 NEC, and the Yavapai County Grading Ordinance, all approved under Yavapai County Ordinances 2025-3 through 2025-13. Please verify that your project is designed with compliance to these codes. You can find more information at <https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Building-Safety-Unit>.

A Geotechnical Engineering Report is required for all habitable structures at the time of permit application. You can find more information on our Geotechnical Policy at: <https://www.yavapaiaz.gov/files/sharedassets/public/v/1/development-and-permits/development-services/documents/updated-documents/2025/pb-21-geotechnical-engineering-report.pdf>.

If your project is using manufactured trusses, the truss specifications and design layout sheet must be submitted at the time of permit application.

Road Access and Right of Way Permits:

Public Works requires an Access and Drainage Permit for access to a County maintained road. Additional permits are required for all work within a County maintained right of way/roadway, to include but are not limited to utility work, landscaping, driveway surfacing, mailbox installation, and other encroachments.

- Contact Public Works at Web.Public.Works@Yavapaiaz.gov or you can find more information at <https://www.yavapaiaz.gov/publicworks>, [2020-12-16ordinance2020-5.pdf](#).
- If your property is accessed by a private roadway easement, you will be required to show the location and width of the easements that are located on **and adjacent to** your property. You can find road naming information for private easements at: <https://www.yavapaiaz.gov/devserv/addressing-division>
- Contact the Yavapai County Recorder's Office for information on recorded easements or visit their website at: <https://www.yavapaiaz.gov/recorder>.

Deed Restrictions/ CC&R's/ HOA's:

We encourage applicants to review their deed restrictions, CC&R's, and check with their HOA prior to submitting for a permit. Development Services does NOT check deed restrictions or CC&R's. If you have an HOA, please contact them for any development requirements that may apply to your project.

Developments Services accepts all permit applications through CitizenServe, our online permit portal. Visit the portal page for more information at:
<https://www.citizenserve.com/yavapaicounty>.

Helpful contact information for Yavapai County Departments:

Assessor's Office: 928-771-3220 Prescott/ 928-639-8121 Cottonwood web.assessor@yavapaiaz.gov

Flood Control District: 928-771-3197 Prescott/ 928-639-8151 Cottonwood web.flood.control@yavapaiaz.gov

Recorder's Office: 928-771-3244 Prescott/ 928-639-5807 Cottonwood web.recorder@yavapaiaz.gov

Public Works Dept: 928-771-3183 Prescott/ 928-567-7730 Cottonwood Web.Public.Works@Yavapaiaz.gov

