

SUBMITTAL REQUIREMENTS FOR “A HOME OF MY OWN”

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

- In any International Wildland-Urban Interface Areas of the City.
- 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 be 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 must be submitted electronically in PDF Format – submit all documents that are provided to you by the City of Prescott for “A Home of my Own.”
- Plans will not be accepted if documents/pages are missing or altered.
- Include **this signed document** and the completed **Options Sheet** in PDF format.
- Provide a Site Plan per the Model Site Application Checklist and Site template.
- Minimum snow load in the City of Prescott is 30 psf.
- Geotechnical Report is required.
- Special Inspection Forms must be completed and signed.
- Grading (ENG) permit is required if amount exceeds 50 cubic yards (total of cut and fill).
- There are three truss manufacturers to choose from - submit all three or one set of sealed calculations of your choice, including the truss layout sheet.

Separate Permits Are Required, But Not Limited to the Following:

- Fire sprinklers
- Retaining walls
- Onsite Wastewater System
- Grading
- Generator or Solar Systems
- Accessory Structures (Detached Sheds, Garages, Guest Houses, etc.)
- Fences

City of Prescott
Community Development Department
201 N Montezuma St.
Prescott AZ 86301
Email: buildingpermits@prescott-az.gov
Tele: (928) 777-1371
www.prescott-az.gov



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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 should be marked and labeled. If propane fuel is used, indicate the size and location of the tank in relation to the structure.
- Location/size of wastewater 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.
- Show the cut and fill amounts on plans.
- Separate grading permit required if amount exceeds 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).

I have read and agree to follow the above requirements.

Print Name of Owner or Agent: _____

Signature required by owner or agent: _____ Date: _____