



Submittal Guide & Application

*SERVICE CLEARANCE
WATER HEATER REPLACEMENT
A/C RELOCATION, REPLACEMENT
WINDOW REPLACEMENT
SEWER LINE REPAIR NOT IN PUBLIC R.O.W.
UTILITIES NOT IN PUBLIC R.O.W.
NEW RESIDENTIAL SOLAR/PV INSTALLATION
SOLAR PANEL REMOVAL AND RE-INSTALLATION*

March 2018



Yuma County Department of Development Services Over the Counter Permits

Introduction

Yuma County Department of Development Services is pleased to provide this guide for over the counter permits to assist applicants through the application for minor projects. This guide contains all required forms to begin the review process. A complete application packet will identify all the permits required to begin a project and ensure that all submittal documents have been received.

Yuma County's Commitment to Service

Yuma County is committed to fair, consistent and equitable service to every applicant. Yuma County will:

1. Promote the health, safety, and welfare of Yuma County;
2. Provide limited review and comments to applicable ordinances, regulations and standards;
3. Communicate unified review comments effectively;
4. Review plans in a specified timely manner.

Contact/Submittal Information

Department of Development Services
2351 West 26th Street
Yuma, AZ 85364
(928)817-5000

Website: www.yumacountyaz.gov - Departments & Services – Development Services

Applicant's Responsibilities

Applicants are responsible for submitting complete, accurate applications. The purpose of an application is to fully communicate the planned project and to demonstrate compliance with all applicable standards. Incomplete applications will be returned in their entirety to the applicant without any further action.

Applicants are responsible to comply with all applicable regulations and obtain all local, state and federal permits before construction. Some minor projects may require a number of permits and approvals from federal, state, county and city agencies. Approval of one permit does not grant approval for any other permit. Verification of permit requirements is the responsibility of the applicant.

Yuma County Department of Development Services Over the Counter Permits

Required Approvals

Minor Projects need to have all federal, state, county, and city reviews, permits and approvals. Permits/approvals may include:

Zoning Approvals

Building Safety Approval

Engineering Approvals

Environmental Health Programs

Yuma County will verify County requirements as part of each submittal review. County Review checklists are available on our website.

Applicable Ordinances and Regulations

Yuma County Zoning Ordinance

Yuma County Comprehensive Plan

2003 International Fire Code

Yuma County Comprehensive Building Code

Public Works Standards for Yuma County Volumes I-III

Floodplain Regulations for Yuma County

Arizona Administrative Code Title 18, Chapter 9

These ordinances and regulations are available on our website. www.yumacountyaz.gov

Additional Help

If you need additional assistance please contact one of our customer service representatives in our main lobby or at 817-5000.



Yuma County Department of Development Services Over the Counter Application Instructions

Application Instructions

Please refer to the following instructions when filling out the Application.

Identify the type of application requested. Provide the date of submittal.

A. Location & Description

1. Give the current Tax Parcel Number of the parcel being developed. Tax Parcel Number is available on the property tax statement or from the Assessor's Office.
2. Provide the location and/ or address..
3. Subdivision name and lot number.
4. Describe what the project involves.

B. Owners Information

Provide the name and contact information of the owner or owners of record for the parcel being developed. Review comments and other correspondence will be sent to both the applicant and owner

C. Applicant Information

Provide the name and contact information of the person making application. This person must be the owner or authorized agent. A notarized power of attorney statement must be submitted for agent applicants. Review comments and other significant correspondence will be sent to both the applicant and owner

D. Contractors Information

Provide the name and contact information of the contractors and subcontractor if applicable for this proposed project.

E. Site Information

1. Provide the current zoning for the parcel. Current Zoning is available from our website or the Planner on Duty.
2. Identify any structures that exist
3. Identify structures that are planned to be constructed.
4. Identify whether access is public or private. Legal ingress/egress access is required to a parcel prior to issuing a permit.
5. Identify well and/or septic location.



Yuma County Department of Development Services
Application

Application

Please complete this application for these permits

- APS Clearance, Utilities, A/C Replacement, Window Replacement, Water Heater R&R, Solar Panel R&R, New Solar Inst, Sewer Line Repair

A. Location, & Description

- 1. APN Assessors Tax Parcel ID#
2. Address or Location Description:
3. Subdivision Name
4. Project Description:

B. Owners Information

- 1. Owners name:
2. Owners address:
3. City State Zip
4. Phone# Fax#

C. Applicants Information

- 1. Applicant's Name
2. Applicant's Address
3. City State Zip
4. Phone# Fax#
5. Contact Name Phone#

D. Contractors Information

- 1. Contractors Name
2. Contractors Address
3. City, State, Zip
4. Phone# Fax#
5. AZ Lic# Class

MUST PROVIDE A COPY OF AZ ROC ISSUED LISCENSE IF NOT ALREADY ON FILE OR RENEWED

E. Site Information

- 1. Current Zoning
2. Identify existing structures
3. Indentify proposed structures
4. Access is public or private
5. Septic System and or Well



Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the owner or authorized agent of the owner of the property being developed.
2. I am applying for the meetings/review(s) indicated above.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both. (ARS § 13-2310.)
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the owner, applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
8. The applicant and developer are responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed and actual zoning, modifications, and conditions and/or initial and final plans, whether due to developer or county action.
9. A complete response to any correspondence will be submitted to Yuma County for any subsequent reviews.
10. A project that triggers the requirement for an application for a Planning and Zoning action will suspend the project review process. If the Board of Supervisors approves the request contained in the application, then Development Services will resume the project review process. If the Board of Supervisors denies the request, then Development Services will consider the project to be denied.

Signature

Date

Print Name /Firm

Owner Agent



Yuma County Department of Development Services Checklists

Please complete the Number Submitted column for each Submittal Requirement.

Submittal Requirement	Format	Required Number of Copies/Amount	Number Submitted Staff Initials
Scaled Site Plan	8 1/2 x 11	2	
Construction Documents	Any Legible, Reproducible Format	2	
Fees	Cash, check, Credit	Calculated using current schedule payable at time of issuance.	

OFFICE USE ONLY

PRM #: _____

PROJECT NAME: _____

DATE INITIALIZED _____

OWNERS NAME: _____

<i>PERMIT #</i>	<i>FEES PAID</i>	<i>FEES OWED</i>	<i>POC INITIALS</i>
BUILDING PERMIT			
MH PERMIT			
EH PROGRAMS PERMIT			
P/E/M PERMIT			
TOTAL FEES			