YAVAPAI COUNTY
DEVELOPMENT SERVICES DEPARTMENT
Customer Service & Permitting Unit

BUILDING PERMIT:
APPLICATION TO ISSUANCE

PROCESS OVERVIEW

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

10 S. Sixth St.
Cottonwood, AZ 86326
(928) 639-8151

www.yavapai.us
Permit requirements and applications are obtained in person, by mail or web-site. Completed submittal is presented to Customer Service & Permitting by the Applicant.

Application is submitted to C S & P staff in person, by mail or other. (Contact a Permit Technician at 928-771-3214 or 928-639-8151 for assistance throughout the permit process or email at web.development.services@yavapai.us.) Application Complete?

No

YES

Application is accepted by C S & P. Type of permit and level of review is determined. Deposit and required fees are collected. (Applicant will be notified if outside agency approval is required and how to obtain.) Are reviews required?

YES

NO

REVIEWING UNITS
All necessary information is distributed by C S & P to each Reviewing Unit* for review, approval and/or related permit issuance. Approvals, related permits and/or required corrections are sent back to C S&P within 10 working days. (Same day issuance available on some permit types.) Application approved by Reviewing Units?

NO

YES

C S & P staff receives all required approvals and related permits from Reviewing Units. Permits are not ready for issuance until all required approvals and related permits are approved and received by CS&P. Fees are calculated and permit is readied for issuance. Applicant is contacted that permit is approved for issuance. Permit Issued?

NO

YES

Applications for which no permit is issued within 180 days are null & void. Application expired. New submittal is required.

COLLECT FEES AND ISSUE PERMIT.

*Reviewing units, departments and agencies may include:
Land Use
Building Safety
Environmental Services
Flood Control
Public Works
Planning & Design Review
Addressing
Improvement Districts
Health Department
State Fire Marshal or Fire District
ADOT
State Office of Manufactured Housing
ADEQ

Administrative Completeness – The point where an application includes all information and corrections to allow a decision to issue same can be made. The time frame for administrative review does not begin until all required information is provided by the applicant.

Substantive review – The point where a permit is ready to issue, including payment of all monies due.

An applicant may receive clarification from the County of it’s interpretation or application of a statute, ordinance, regulation, delegation agreement or substantive policy statement per Section 112 of the Yavapai County Administrative Code (Building Code); Section 207 of the Yavapai County Planning & Zoning Ordinance; Arizona Administrative Code Title 18: R18-9-A301D (onsite wastewater and sewer lines); Water well code: Reg. 1-4-403.
Contact Yavapai County Development Services at 928-771-3214 or 928-639-8151 or web.development.services@yavapai.us