



# Town of Wickenburg

553 West Wickenburg Way • Wickenburg, AZ 85390  
 (928) 668-0513 • Phoenix (602) 506-1622 • buildingpermits@wickenburgaz.org

## PERMIT APPLICATION

COMPLETE THE FOLLOWING INFORMATION AS IT PERTAINS TO YOUR APPLICATION & PER SUBMITTAL REQUIREMENTS

<p><b>PROPERTY INFORMATION</b>                  Assessor's Parcel Number _____                   ADDRESS _____                   CITY _____                   SUBD _____ LOT _____</p> <hr/> <p><b>PROJECT DESCRIPTION</b>                  _____                  _____                  _____</p> <p style="text-align: center;">RES <input type="checkbox"/>      COMM <input type="checkbox"/></p> <p>VALUATION _____</p>	<p><b>PROPERTY OWNER INFORMATION</b>                   OWNER _____                   MAILING ADDRESS _____                   CITY _____                   STATE _____ ZIP _____                   PHONE _____                   APPLICANT _____                   ADDRESS _____                   _____                  Owner <input type="checkbox"/>      Agent <input type="checkbox"/>      Contractor <input type="checkbox"/></p> <p>CONTACT PHONE _____                  CONTACT EMAIL _____</p>
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**CONTRACTOR INFORMATION**  
 Is Owner using Contractor? Yes  No   
**For projects not exempt under ARS 32-1121, the contractor must possess a current and valid Arizona license. The following Contractor information MUST be completed prior to issuance of permit.**  
 Is Contractor currently licensed under provisions of ARS 32-1169? Yes  No

Contractor Name: \_\_\_\_\_ License # \_\_\_\_\_ Class \_\_\_\_\_  
 Address: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ State Tax # \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Is Project being done as Owner Builder?** Yes  No   
 I am the Owner/Builder of the property. I will follow in strict compliance with ARS 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structure(s) are **NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.**  
 I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a licensed General Contractor pursuant to this chapter.

I am the property owner / or acting on authority of the property owner and I hereby certify that I have read and examined this application and submittal documents and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Owner       Agent       Contractor       Other

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INTAKE \_\_\_\_\_ APPLICATION # \_\_\_\_\_

The owner or authorized agent of the subject property guarantees access to the Town of Wickenburg personnel and appropriate emergency service providers for the purpose of building inspections, code enforcement and the provision of emergency services. I agree to abide by all of the development standards of the Town of Wickenburg. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant A.R.S. Section 13-2104 and is a class 2 misdemeanor.



**Town of Wickenburg  
Plot Plan Sketch and Affidavit**

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Area Map for parcels exceeding 2 acres or with dimensions over 300'.


Document #

Subdivision:

A P N:

Zoning:

\_\_\_\_\_  
Stories:

\_\_\_\_\_  
Height:

\_\_\_\_\_  
FY:

\_\_\_\_\_  
RY:

\_\_\_\_\_  
EY:

\_\_\_\_\_  
IY:

\_\_\_\_\_  
Lot Area

Scale:

North  
Arrow

**Must be drawn to scale per checklist**

APPROVAL BY:

DATE:



## Town of Wickenburg

### PLOT PLAN CHECKLIST

NOTE: PLOT PLAN MUST BE DRAWN TO SCALE IN BLACK INK ON THE FORM PROVIDED THAT INCLUDES ALL OF THE FOLLOWING INFORMATION.

- ( ) Property dimensions
- ( ) Indicate scale used (Engineer's Scale-1"=20'; 30'; 40'; 50'; 60')
- ( ) Indicate North with directional arrow
- ( ) Proposed structures with all dimensions, including pools, fences, walls, etc.
- ( ) Existing structures with all dimensions, including pools, fences, walls, etc.
- ( ) Distances between structures
- ( ) Distance from all structures to property lines
- ( ) Description of each structures use
- ( ) Adjacent streets/roads
- ( ) Driveway (s) and material used (i.e. gravel, concrete...)
- ( ) Location of Septic System with Leach Area
- ( ) Location of Well
- ( ) Location of all utilities, poles, meters and lines
- ( ) All easements, regardless of purpose (i.e. roads, utilities)
- ( ) Slope Information
  - \_\_\_ Indicate High and Low points
  - \_\_\_ Indicate by arrows direction of slope
  - \_\_\_ Indicate difference in elevation between high and low points
- ( ) Distance from the closest structure to the top of bank of any watercourse (s) (i.e. washes, streams, creeks, arroyos, rivers, drainage ways, drainage easements and slews)
- ( ) Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
- ( ) Location of existing roadside ditches and road culverts with size
- ( ) Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
- ( ) Signage must be identified but requires a separate permit (non-residential permits)