



TOWN OF JEROME | Planning & Zoning Dept.  
928-634-7943 | F: 928-634-0715  
PO BOX 335 | 600 CLARK ST | JEROME AZ 86331

## BUILDING PERMIT APPLICATION PACKET

We provide the following information to assist you in applying for a permit once the Design Review Board has approved your project.

**APPLICATION:** Please fill out all pertinent information and sign. Describe the work to be covered by this permit. Any work not listed will not be authorized by the Town of Jerome.

**VALID CONTRACTORS LICENSE FORM:** Fill out the section that applies to you and sign the bottom. If you plan to sell the property within one year or if you plan to have the public or employees coming to the building, a general contractor will be required. Further details regarding who may build or who may draw the plans can be obtained by asking at Town Hall.

**PLOT PLAN:** Please draw a scale drawing of your property with dimensions of existing buildings, sheds, porches, etc. Provide a north arrow and show the general slope of the land (high/low). Show the distance between the buildings and indicate the area of proposed construction.

**PLAN APPROVAL AGREEMENT:** Fill out and sign, agreeing to abide by the plans that will be checked and approved by the building inspector.

### PROCEDURE:

1. Receive approval by all boards and commissions applicable.
2. Turn in application packet and two sets of full building plans. Plans are to be drawn on minimum 18-x-24-inch paper to ¼-inch-per-foot scale. Plans should include floor plan, electrical plan, foundation plan, floor framing plan, roof framing layout, and cross section showing materials of construction from foundation through roof. Any special areas need to be adequately detailed.
3. You will be notified by phone when your plans have been approved (or need to be picked up for corrections or changes).
4. Pick up permit and pay the applicable fees.
5. Call for inspections as progress determines the need. Progress requiring an inspection needs to be made every six months to keep a permit valid. See building inspector for details.



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**Barry Wolstencroft, Building Inspector**  
[b.wolstencroft@jerome.az.gov](mailto:b.wolstencroft@jerome.az.gov)

**FOR OFFICE USE ONLY**

DATE \_\_\_\_\_  
 APPLICATION NO. \_\_\_\_\_  
 AMOUNT PAID \_\_\_\_\_  
 CLERK'S INITIALS \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

Please complete all information that pertains to your building project.

**PROPERTY INFORMATION**

**Yavapai County Assessor's Parcel No.**  
 \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

**OWNER** \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

OWNER  AGENT  CONTRACTOR

**TYPE OF WORK TO BE DONE**  
 \_\_\_\_\_

RESIDENTIAL  COMMERCIAL  INDUSTRY

**VALUATION** (material & labor) \_\_\_\_\_

Number of existing structures: \_\_\_\_\_

Is owner using a contractor?  YES  NO If YES, the following contractor information **MUST** be completed prior to issuance of permit. If NO, fill out the attached form, **EXEMPTION FROM LICENSING**.

Is contractor licensed under provisions of ARS 32-1169?  YES  NO

CONTRACTOR NAME \_\_\_\_\_ STATE LICENSE \_\_\_\_\_ CLASS \_\_\_\_\_

ADDRESS \_\_\_\_\_ LICENSE EXPIRATION DATE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ STATE TAX # \_\_\_\_\_

Workers compensation insurance policy # \_\_\_\_\_ Expires \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**Note: Inspections by the building inspector are scheduled one week in advance. Town of Jerome is not liable for work delays due to inspection scheduling. Please plan ahead and call Town Hall at 928-634-7943 for scheduling assistance.**

PLEASE PROVIDE A PLOT PLAN DRAWN TO SCALE, PER CHECKLIST; DIRECTIONS TO THE SITE OR VICINITY MAP; ANY ADDITIONAL INFORMATION INCLUDING PLANS REQUIRED FOR YOUR TYPE OF PERMIT. ADDITIONAL APPLICATION FORMS MAY BE REQUIRED FOR SEPTIC AND PUBLIC WORKS.



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**OWNER-BUILDER/DEVELOPER STATEMENT – PART I**  
**(Exemption from contractor licensing requirements)**

Arizona Revised Statutes 32-1121, items 1–16, allow exemptions from state licensing requirements under the following conditions (items 5 and 6 are common to the area and are reproduced below):

**Item 5 (Owner-Builder):** Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or for rent. In all actions brought under this chapter, except an action against an owner-occupant as defined in section 33-1002, proof of the sale or rent or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. For the purposes of this paragraph, “sale” or “rent” includes any arrangement by which the owner receives compensation in money, provisions, chattels or labor from the occupancy or the transfer of the property or the structures on the property.

**Item 6 (Owner-Developer):** Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included in all sales documents.

**NOTE: Commercial zoning requires commercially licensed contractors.**

If an owner is allowed to utilize his own employees, the owner is required to a) provide each employee with unemployment and workman’s compensation insurance; b) have a federal and state tax ID number, and c) withhold and file federal and state income tax for each employee.



I CERTIFY THAT I AM NOT REQUIRED TO BE LICENSED OR UTILIZE A LICENSED GENERAL CONTRACTOR FOR THE WORK AUTHORIZED BY BUILDING PERMIT NO. \_\_\_\_\_ ON THE BASIS THAT (check all that apply):

- The structure is not for sale or rent and is solely owner occupied.
- The improvements are for sale or rent and all work will be done by licensed contractors identified on the back of this form.
- The improvements will be occupied by the general public and all work will be done by licensed contractors identified on the back of this form.

\_\_\_\_\_  
Owner’s signature

\_\_\_\_\_  
Date



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## LICENSED CONTRACTORS – PART II

ELECTRICAL CONTRACTOR Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

MECHANICAL CONTRACTOR Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

PLUMBING CONTRACTOR Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

OTHER CONTRACTOR (specify) Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

OTHER CONTRACTOR (specify) Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

OTHER CONTRACTOR (specify) Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_

OTHER CONTRACTOR (specify) Name \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

License # \_\_\_\_\_ Sales Tax # \_\_\_\_\_