



Community Development Department

Policies & Procedures

Division: Building/Safety **Effective Date:** 9/18/17

Pursuant to Arizona Revised Statutes §9-831 et. seq., Prescott Valley Community Development Department has posted permitting timelines on its webpage, and within permit application packets.

These documents have been created for the purpose of establishing standardized time intervals for review of permitting applications and to set expectations for our customers. The timeframes are as follows for both commercial and residential permitting applications:

Task	Time Period
Administrative Completeness Review/Verification	30 days from submittal date
Substantive Review Period	30 days from Administrative Completeness Verification
Approval/Denial of Building Permit Application	No greater than 60 days from submittal



Community Development Department

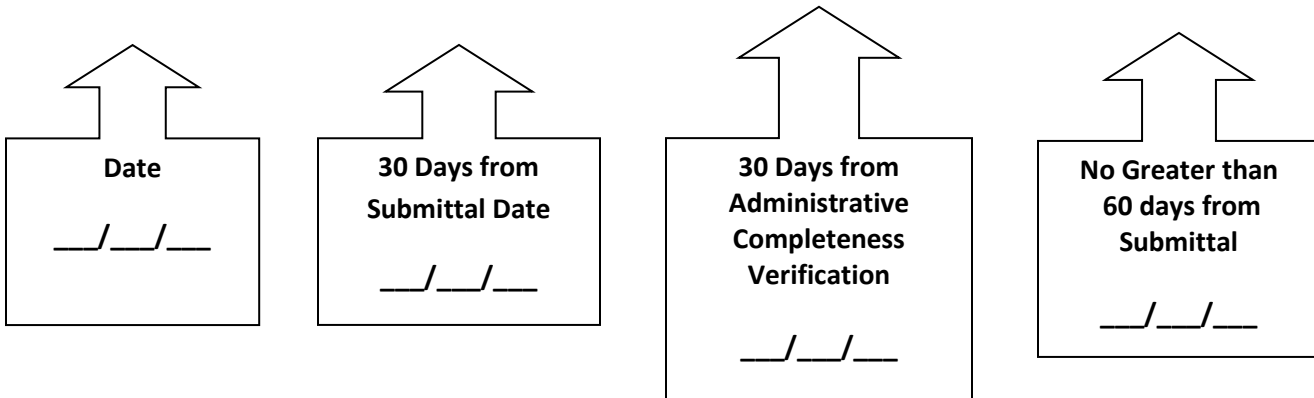
7501 E. Civic Circle
Prescott Valley, Arizona 86314
Phone (928)759-3050
Fax (928)759-5511
email: comdev@pvaz.net

Per: Arizona Revised Statutes 9-831 et. seq.

Residential Plan Review

Must be signed at time of acceptance

Application Submittal Date	Administrative Completeness Review/Verification	Substantive Review Period	Approve/Deny Building Permit Application
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I have been advised of the potential maximum review period for this application.

Signed: _____

Date: _____



Community Development Department

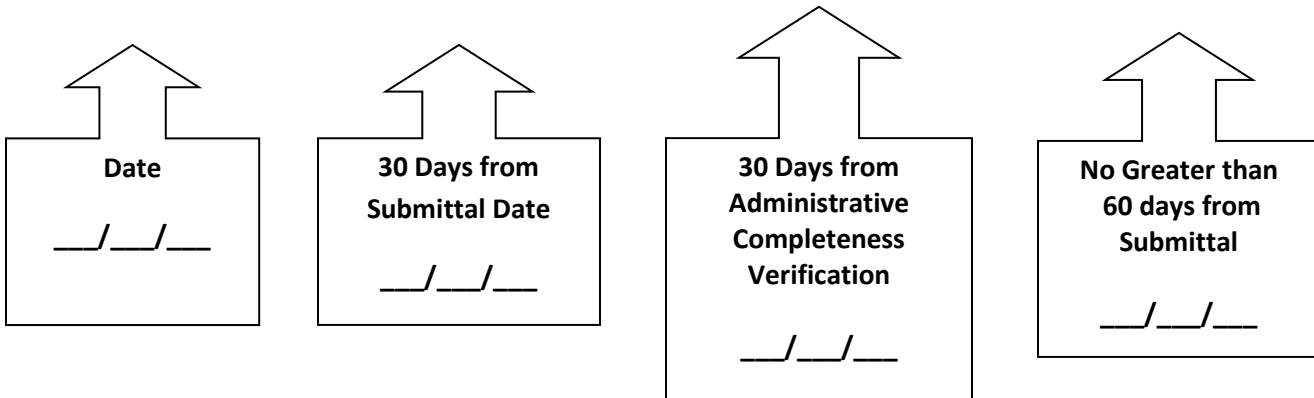
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email: comdev@pvaz.net

Per: Arizona Revised Statutes 9-831 et. seq.

Commercial Plan Review

Must be signed at time of acceptance

Application Submittal Date	Administrative Completeness Review/Verification	Substantive Review Period	Approve/Deny Building Permit Application
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I have been advised of the potential maximum review period for this application.

Signed: _____

Date: _____