



APPLICATION CHECKLIST

MODEL PLAN

Residential and Commercial

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

1. PLANS – combine the following 24” x 36” format items into one file labelled “PLANS”

Cover Sheet

- Applicable Codes
- Design Criteria
- Sheet Index
- Project Scope
- Square Footage Table
- Code Summary (Commercial Only)
- Design Professional Seal (Commercial Only if building over 3,000 SF or occupant load over 20 occupants)

Site Plan

- Parcel lot lines and address
- Size of parcel (square footage)
- Setbacks – front, rear, side distances from lot lines
- Existing structures, fences and retaining walls
- Existing utilities and easements
- Location and size of proposed structure with distances from lot lines and between structures

Construction Plans

- Floor Plan with options
- Foundation Plan
- Framing Plan
- Cross-section with structural framing details
- Elevations with building height
- Energy Code Compliance
- Electrical Plan – sealed by AZ Electrical Engineer if 600 amp or larger
- Mechanical Plan
- Plumbing Plan
- Photometric Plan (Commercial Only with all site lighting on building and in parking areas)

2. SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 format into one file labelled “SUPPORT DOCS”

Structural Plan and Calculations

Truss Calculations and Layout – include verification of the Engineer of Record review

Soils Report

ResCheck

Manual J,S,D

Manufacturer Installation Instructions

ESRs and Specifications

Special Inspection Form(s)

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: