



APPLICATION CHECKLIST

NEW COMMERCIAL & MULTI-FAMILY

NEW Site Built, NEW Shell, NEW Factory Built, NEW Multi-Family OR NEW Additions

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

- o Applicable Codes
- o Design Criteria
- o Sheet Index
- o Project Scope
- o Code Summary
- o Deferred Submittals
- o Special Inspections
- o Square Footage Table

Site Plan

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

Construction Plans include the following as applicable

- o Architectural Plan *requires AZ engineer seal > 3000 SF
- o Life Safety & Egress Plan
- o Foundation Plan
- o Framing Plan
- o Cross-section with structural framing details
- o Energy Code Compliance
- o Structural Plan
- o Electrical Plan
- o Mechanical Plan
- o Plumbing Plan
- o Photometric Plan

2. PROJECT / SPECIFICATIONS MANUAL – if not included on the Construction Plans

3. SUPPORTING DOCUMENTS – if applicable, combine 8 1/2 x 11 format into one file labelled "SUPPORT DOCS"

Pre-Application Conference Letter

Structural Calculations

Truss Calculations and Layout – include verification of the Engineer of Record review
NOTE: Deferred Submittal permitted by CBO; if deferred, add note on the construction plan index

Soils Report

ComChecks

Manufacturer Installation Instructions

ESRs and Specifications

Finishes

Heating and Cooling Calculations

SD Sheets (Hazardous)

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: