



APPLICATION CHECKLIST

MODEL PLAN REQUIREMENTS

Residential

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

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

Cover Sheet

- Applicable Codes
- Design Criteria
- Sheet Index
- Project Scope
- Square Footage Table

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

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:

Revision Date: 02/20/2025

SUBDIVISION REVIEW, MODEL PLAN REQUIREMENTS, MODEL PLAN REVIEW

Subdivision Review

- The subdivision must be mass graded with lots graded at the same time as part of the subdivision development.
- Public Works must have approved the subdivision for release of water meters.
- Building, Public Works, Airport, and Fire departments must approve the subdivision for Model Plans through the Model Site process.
- The Fire Marshall may require Fire Sprinklers or Wildlife Urban Interface requirements.

Model Plan Requirements

- The Model Plan must be suitable for all lots in the approved subdivision.
- The number of Plan options is limited to 12 interior and 12 external options per Model Plan.
NOTE: Multiple variations of a garage, room, or patio will be treated as one (1) option. Non-structural modifications to the interior of a building (coat rack/built in desk) will not be counted as an option.
- The number of Available Elevation options is limited to 3 per Model Plan
- If fire sprinklers are required, they must be reviewed as part of the Model Plan review process.
- Fire Plans must have a one-to-one relationship with the Model Plan.
- The approved Fire Sprinkler plan shall be noted on the cover sheet of the Model Plan and vice versa.

Model Plan Review

- The Model Plan Review will account for all elevations, options, and square footage changes.
- At approval, stamps will be added to the Model Plan cover sheet and conditions stamps will apply to all elevations and options.
- Revisions to the Model Plan are not allowed after the first Model Site building permit has been issued.
- Revisions require a new Model Plan permit application. A new MOD prefix permit record will be assigned.
- Revised Model Plans are not eligible for expedited reviews and fees will be applied as a new Model Plan submittal.