

RESIDENTIAL SUBMITTAL REQUIREMENTS



ADDITIONS, ALTERATIONS, AND NEW RESIDENTIAL

Minimum content requirements for plan submittals are as follows:

General:

- All submittals must be site specific. If multiple lots are shown on the same plan, then each submittal must highlight the specific lot that the permit is for.
- All plans and supporting documentation to be submitted electronically in PDF Format.
- Minimum Sheet size – 18"x24"
- Standard architectural scale used for all details/plan views and standard engineering scale used for site plan. Approved scale is no less than $\frac{1}{4}" = 1'$ and all details scaled at not less than $\frac{1}{2}" = 1'$, using standard architectural scale.
- Plans shall be legible.
- One copy of the Geotechnical Report as required by policy (if applicable)

Site Plan:

- Include locations of all new structures and any existing structures on the site.
- Setbacks to all structures and lot lines are marked and labeled.
- All utility lines are marked and labeled. If propane fuel used, indicate the size and location of the tank in relation to the structure.
- Contour lines at two (2') foot increments for existing and proposed grade are indicated.
- Provide 2 cross sections, perpendicular to each other showing existing and proposed grade.
- Show the locations and cut and fill amounts on the plans (grading permit required if over 50 cubic yards).
- Indicate finished pad elevations, finished floor elevations and drainage flow directions.
- Include north directional arrow and graphic scale.

Foundation Plan:

- Foundation and required expanded footings shall include dimensions and reinforcement type, size and locations (Per Geotechnical report)(if applicable).
- Cross-section of the foundation and details.
- Hold-down types or other embedded hardware including locations.
- Include heights and limits for stem walls of varying heights.
- Provide details showing type and R-value of slab insulation to comply with 2006 IECC.
- Engineered design and details for post tension slabs including special inspection criteria and form.

Floor Plan:

- Provide a square footage summary of each of the following: livable, garage, carport, covered patios, decks, covered entries, storage, and basement (finished or unfinished) and any other areas.
- Provide a complete floor plan for each floor including the basement.
- Provide a window/door/skylight schedule. Schedule shall include sizes, operation (fixed, slider, awning, etc.) safety glazing, egress, fenestration U-factors and glazing solar heat gain coefficient (SHGC).
- Label intended use for all rooms and ceiling heights of each room.
- Indicate location and types of fire separations including detailed construction methods to be used.

RESIDENTIAL SUBMITTAL REQUIREMENTS



Brace Wall Plan:

- Braced wall lines (exterior and interior) shall be clearly labeled, with brace wall method, schedule, and calculations.
- Provide details for all alternate braced walls and portal frames.
- Indicate all hold-down types and locations, conditions, and portal frames
- A brace wall designed exceeding prescriptive code will require an engineered lateral analysis.

Floor Framing Plan:

- Provide manufacturer's specifications and layout sheet for I-joist floor systems.
- Indicate sizes, locations, grades and species for posts, beams, headers, and girders. Provide details for all connections, including fastener types. Indicate the load path from floor system to foundation.
- All floor joists are noted with dimensions and connections/fasteners indicated.
- Include under-floor access, location and under-floor ventilation types, sizes, and locations.
- Detail insulation material types with notes as to R-value at the intersection of floor systems with exterior walls, crawlspace, basement walls, mass walls, and at conditioned space separation barriers complying or exceeding with the 2006 IECC.

Roof Framing Plan:

- Provide engineered manufacturer's specifications and layout sheet.
- Size and location of headers, beams and/or lintel sizes. Specify the number of required trimmers/jacks for load bearing walls including grade and species.
- Rafters and ceiling joists are noted with dimensions and construction/fasteners indicated.
- Connections/fasteners detailed to provide the continuous tie from the foundation to the roof line.
- Types and sizes of attic ventilation and their locations.
- Over-framing details for conventionally framed portions on truss roof systems.
- Show locations of any roof-mounted equipment such as solar panels, HVAC, etc.
- Provide insulation details, locations, type and R-values complying with 2006 IECC requirements.

Elevations:

- Materials used for roof covering and exterior finishes are noted.
- Show existing and proposed grade lines and plate and building heights.
- Note stepped foundation, if applicable.

Building Sections and Connections:

- Complete cross-sections of the building, in each direction showing proposed materials to be used, and how load path connections are to be achieved.
- All materials used (steel, wood, concrete, etc.)
- Provide details for all framing connections.
- Clearly indicate the building thermal envelope elements that enclose the conditioned space. Provide insulation details, location, type, and R-value complying with or exceeding with the 2006 IECC requirements.
- Details on how the air barrier will be achieved.

RESIDENTIAL SUBMITTAL REQUIREMENTS



Mechanical Plans:

- Location and type of thermostatically controlled heat source.
- Provide a complete mechanical layout – include all duct work with sizes, length of sections, material types with notes as to R-value. Show return and supply air grill locations and sizes.
- Identify the manufacturer, model number(s) and equipment capacities of A/C and heating units. Show locations for equipment.
- Specify condensation line locations and terminations with notes as to R-values.
- Specify the CFM ratings for exhaust fans.
- Provide combustion air details for all gas appliances including calculations for amount required (show compliance with 2018 IRC Chapter 17, Chapter 24 and the 2018 IFGC).

Plumbing Plans:

- Indicate location of the water heater temperature/pressure relief piping.
- Provide a one-line gas isometric drawing to include:
 1. Type of fuel – natural or LPG.
 2. Total developed length of piping from meter/tank to furthest appliance outlet.
 3. Total BTU/CFH demand.
 4. Total BTU/CFH rating of each appliance.
 5. The size, type, and length of each pipe section in the system.
 6. The size, type (above or below grade) and location of the LPG tank.
 7. Indicate which table was used from the IRC or IFGC for sizing of the gas line.
- Indicate hot water circulating system (system required in dwellings with 2 or more bathrooms per 2018 IRC adopted ordinance).

Electrical Plan:

- Complete layout showing locations of receptacles including GFCI's and AFCI's, switches, smoke detectors, carbon monoxide detectors, fixed equipment, sub-panels, and service entrance.
- Indicate a minimum of two (2) 20-amp GFCI protected circuits are provided for small appliances in the kitchen/dining room.
- Electrical service 400 amps or greater shall include load calculations and a one-line diagram. Services over 400 amps must be done by an Arizona electrical engineer
- Indicate locations and sizes of all electrical panels.
- Grounding method details.

RESIDENTIAL SUBMITTAL REQUIREMENTS



Additional Drawings/Information Required if Utilized for thte Structure:

Truss Design Drawings sealed by an Arizona registrant, including truss to truss connections and a layout sheet, with considerations for permanent roof-mounted or attic-mounted equipment. The design professional of record shall provide information stating that the truss calculations have been reviewed by him/her for compliance with his/her design loads and design criteria on the roof framing plan”.

- I-Joists Systems (roof or floor) from the manufacturer with the manufacturer’s layout sheet and engineering sheets designed and sealed by an Arizona Registrant.
- Engineering calculations, plans and details must be sealed by an Arizona registrant.
- ICC/ESR Evaluation Reports for all alternative building materials being used.
- Specification sheets for special equipment such as solar systems, elevators, saunas, alternative heating/cooling systems, etc.

SEPARATE PERMIT WILL BE REQUIRED FOR:

- If more than one (1) building is being constructed on the same project.
- Grading in excess of 50 cubic yards (total of cut and fill amounts).
- If more than one (1) lot is being graded at the same time, a separate submittal and permit is required for each lot. Please highlight the specific lot for each permit.
- Wind Turbines
- Alternative power or mechanical systems (Solar included)

This list is not all inclusive. Additional information, as determined by the Building Official, may be required.



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