



COMMERCIAL BUILDING PLANS CHECKLIST

Before you bring your plans to the Building Division, please list the page number in the space provided beside each item that you have included on your plans, or application form and include this checklist with your permit submittal. This will help us to serve you better by insuring that you have a complete packet. All plans drawn to scale. 5 sets 24" x 36" with PDF files.

Cover Sheet		Design Criteria 2018 IBC, IPC, IMC, IECC & 2017 NEC
✓	Sheet #	Requirement
		All design professionals identified including address and phone numbers.
		Name, address and phone of person responsible for project coordination.
		Legal Description of Property, Vicinity map and Tax Parcel Number.
		Occupancy Classification.
		Construction Type.
		Area and Occupancy Assembly Detail.
		Floor Area (allowed vs. proposed).
		Elevator Shaft Detail.
		Fire Sprinkler Requirements.
		Height and number of stories.
		Occupancy load (allowed vs. proposed).
		Design loads (roof, floor, wind, etc.).
		Compliance with current codes.
		Special Inspections Requirements (if any).
		Pedestrian Protection Plan.
		Pre-construction meeting prior to start date (if necessary).
		Deferred submittals (if any).
Site Plan		
✓	Sheet #	Requirement
		A directional symbol with north at the top or right of page.
		Property lines and dimensions, including all interior lot lines.
		Location and dimensions of proposed building.
		Roof over hangs of existing and new building.
		Location of all curb cuts (access of public right of way) including distance to adjacent intersections and existing fire hydrants open ditch, culvert, pipes, etc.
		Proposed location on sanitary sewer service line, water service line, *storm drainage lines, and connection to existing systems. *See requirements for storm drainage and civil drawings.
		Parking facilities layout and lighting, garbage container locations and screening plan, handicap parking compliance and emergency vehicle access.
		Existing topography at 5-foot intervals.
		Tree retention plan, showing existing deciduous trees 12" in diameter or greater, and evergreen trees 8" in diameter or greater and indicating trees to be retained.
		Building and lot corner elevations and midpoint elevation of each wall segment at existing grade.
		Elevation and location of datum point in the right of way.
		Water courses, wetlands, or other natural features.
		For multifamily include location and dimensions of common recreational open space.

Floor Plan		
✓	Sheet #	Requirement
		All floors including basements.
		Room uses, sizes and square footage by floor level.
		Overall dimensions and locations of all structural elements and openings.
		All doors and windows (safety glazing noted where required).
		Plumbing fixtures.
		Fire blocking, if applicable.
		Stairway width, rise, run, handrails, guardrail and landings.
		All fire assemblies, area and occupancy separations and draft stops.
Framing Plans		
✓	Sheet #	Requirement
		All structural members, their size, methods of attachment, location and materials, roof drainage and location of roof mounted equipment.
Exterior Elevations		
✓	Sheet #	Requirement
		Exterior views on front and all sides.
		All windows and openings.
		Decks, steps, handrails, guardrail, landings, balconies, marquees, porches.
		Final grade and existing grade.
		Height of building.
Foundation Plan		
✓	Sheet #	Requirement
		All foundations and footings, including sizes, locations, reinforcing and imbedded anchorage such as anchor bolts hold-downs and post bases, etc.
Building and Wall Sections		
✓	Sheet #	Requirement
		All construction materials.
		All non-rated and fire rated assemblies and fire rated penetrations.
		All vertical dimensions.
Interior Elevations		
✓	Sheet #	Requirement
		All barrier-free required equipment installation with proper clearances shown.
		Relights, guardrail heights, handrails, stairways, elevator operation panels, etc., which are subject to code requirements.

Mechanical Systems		
✓	Sheet #	Requirement
		Entire mechanical system
		All units, their sizes, mounting details, all duct works and duct sizes.
		All fire dampers where required.
		Equipment schedules.
		Energy conservation calculations per State of Arizona.
Plumbing Systems		
✓	Sheet #	Requirement
		All fixtures, piping, slopes, materials and sizes.
		Connection points to utilities, septic tanks, pretreatment sewer systems.
Electrical Systems		
✓	Sheet #	Requirement
		1 line diagram of electrical system, show main switch boards, sub-feed conduits & conductor sizes, all switchboards including breaker sizes. Loads and load calculations.
		Locations of switch boards.
		Show lighting circuits, power circuits, amperages, conduit & conductor size.
		Show emergency lighting and exit signs, location and type
Landscaping Plan		
✓	Sheet #	Requirement
		Existing and proposed grades.
		Underground and above ground utilities.
		All existing structures to remain and all new structures.
		All streets abutting the project site.
		Plant materials with appropriate symbols and identification keyed to planting schedule.
		Planting materials
		Planting schedule to include botanical and common names, sizes, and conditions of plants.