

PRE-SUBMITTAL CHECKLIST

Date: _____ PC _____ Reviewer: _____

See Section(s) _____ page _____ for comments.

Note: Plan Review and Permit fees are calculated per the applicable fee tables in effect at the time an application for permit is accepted. Additional fees may be applicable for this submittal depending on the date it is accepted. Please call 480-350-8341 opt. 2 prior to submittal to see if new fees may apply.

NEW BUILDING:

- | | |
|--|--|
| <input type="checkbox"/> Registrant's seal, signature & dates | <input type="checkbox"/> Civil plans |
| <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Specification Books | <input type="checkbox"/> Landscape Plans |
| <input type="checkbox"/> Photometric Plans/Lighting cut sheets | |

Architectural plan sheets

- | | |
|---|--|
| <input type="checkbox"/> Cover/Index | <input type="checkbox"/> Code Analysis/Occupancy |
| <input type="checkbox"/> Site Plan/Details (include location map) | <input type="checkbox"/> Exiting Plan |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Roof Plan |
| <input type="checkbox"/> Reflective Ceiling Floor Plan(s) | <input type="checkbox"/> Exterior Elevations |
| <input type="checkbox"/> Building Sections | <input type="checkbox"/> Wall Section(s)/Details |
| <input type="checkbox"/> Partition type/Details | <input type="checkbox"/> Fire-Resistant/Sound Transmission Control Construction Assemblies/Details |
| <input type="checkbox"/> Door/Window Schedules | <input type="checkbox"/> Stair Sections/Details |
| <input type="checkbox"/> Plan Details | |

Structural plan sheets

- | | |
|--|---|
| <input type="checkbox"/> General Notes | <input type="checkbox"/> Typical Details/Schedules |
| <input type="checkbox"/> Foundation Plan/Details | <input type="checkbox"/> Floor Plan(s) (Framing/wall)/Details |
| <input type="checkbox"/> Roof Plan/Details | <input type="checkbox"/> Enlarged Stair Framing/Details |

Mechanical plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Mech. Details/Schedules/Calculations |

Plumbing plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Waste/Vent/Water/Gas Piping Diagrams |
| <input type="checkbox"/> Plbg. Details/Schedules/Calculations | |

Electrical plan sheets

- | | |
|--|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Site Elec. Plan |
| <input type="checkbox"/> Floor(s) Plans (Lighting) | <input type="checkbox"/> Floor(s) Plans (Power) |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Riser Diagram/One-line |
| <input type="checkbox"/> Load/Fault Calculations | <input type="checkbox"/> Elec. Details |
| <input type="checkbox"/> Panel Schedules | |

- Applicable if an existing building will be demolished: For demolition activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**

Note: Additional approvals from the City of Tempe Public Works Dept. such as haul route, traffic barricading and a special use permit may be required with the demolition work.

ADDITIONS/ALTERATIONS:

- | | |
|--|--|
| <input type="checkbox"/> Registrant's seal, signature & dates | <input type="checkbox"/> Civil plans |
| <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Specification Books | <input type="checkbox"/> Landscape Plans |
| <input type="checkbox"/> Photometric Plans/Lighting cut sheets | |

Architectural plan sheets

- | | |
|---|--|
| <input type="checkbox"/> Cover/Index | <input type="checkbox"/> Code Analysis/Occupancy |
| <input type="checkbox"/> Site Plan/Details (include location map) | <input type="checkbox"/> Exiting Plan |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Roof Plan |
| <input type="checkbox"/> Reflective Ceiling Floor Plan(s) | <input type="checkbox"/> Exterior Elevations |
| <input type="checkbox"/> Building Sections | <input type="checkbox"/> Wall Section(s)/Details |
| <input type="checkbox"/> Partition type/Details | <input type="checkbox"/> Fire-Resistant/Sound Transmission Control Construction Assemblies/Details |
| <input type="checkbox"/> Door/Window Schedules | <input type="checkbox"/> Stair Sections/Details |
| <input type="checkbox"/> Plan Details | |

Structural plan sheets

- | | |
|--|---|
| <input type="checkbox"/> General Notes | <input type="checkbox"/> Typical Details/Schedules |
| <input type="checkbox"/> Foundation Plan/Details | <input type="checkbox"/> Floor Plan(s) (Framing/wall)/Details |
| <input type="checkbox"/> Roof Plan/Details | <input type="checkbox"/> Enlarged Stair Framing/Details |

Mechanical plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Mech. Details/Schedules/Calculations |

Plumbing plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Waste/Vent/Water/Gas Piping Diagrams |
| <input type="checkbox"/> Plbg. Details/Schedules/Calculations | |

Electrical plan sheets

- | | |
|--|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Site Elec. Plan |
| <input type="checkbox"/> Floor(s) Plans (Lighting) | <input type="checkbox"/> Floor(s) Plans (Power) |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Riser Diagram/One-line |
| <input type="checkbox"/> Load/Fault Calculations | <input type="checkbox"/> Elec. Details |
| <input type="checkbox"/> Panel Schedules | |

- For demolition activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form. Note: Additional approvals from the City of Tempe Public Works Dept. such as haul route, traffic barricading and a special use permit may be required with the demolition work.**

TENANT IMPROVEMENTS:

- Registrant's seal, signature & dates

Architectural plan sheets

- | | |
|--|---|
| <input type="checkbox"/> Cover/Index | <input type="checkbox"/> Code Analysis/Occupancy |
| <input type="checkbox"/> Site Plan (building/suite location) | <input type="checkbox"/> Exiting Plan |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Reflective Ceiling Floor Plan(s) |
| <input type="checkbox"/> Exterior Elevations | <input type="checkbox"/> Building Sections |
| <input type="checkbox"/> Wall Section(s)/Details | <input type="checkbox"/> Partition type/Details |
| <input type="checkbox"/> Fire-Resistant/Sound Transmission Control Construction Assemblies/Details | <input type="checkbox"/> Door/Window Schedules |
| <input type="checkbox"/> Plan Details | <input type="checkbox"/> Stair Sections/Details |
| | <input type="checkbox"/> Structural Calculations |

Mechanical plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Mech. Details/Schedules/Calculations | |

Plumbing plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Waste/Vent/Water/Gas Piping Diagrams | <input type="checkbox"/> Plbg. Details/Schedules/Calculations |

Electrical plan sheets

- | | |
|--|--|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Site Elec. Plan |
| <input type="checkbox"/> Floor(s) Plans (Lighting) | <input type="checkbox"/> Floor(s) Plans (Power) |
| <input type="checkbox"/> Riser Diagram/One-line | <input type="checkbox"/> Load/Fault Calculations |
| <input type="checkbox"/> Elec. Details | <input type="checkbox"/> Panel Schedules |
- For renovation activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**

NEW SINGLE FAMILY RESIDENCES:

- | | |
|---|--|
| <input type="checkbox"/> Registrant's seal, signature & dates | <input type="checkbox"/> Civil plans |
| <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Truss Calculations | <input type="checkbox"/> 2 – 8 1/2" x 11" Plot Plans |

Architectural plan sheets

- | | |
|---|--|
| <input type="checkbox"/> Cover/Index | <input type="checkbox"/> Code Analysis/Occupancy |
| <input type="checkbox"/> Site Plan/Details (include location map) | <input type="checkbox"/> Plan Details |
| <input type="checkbox"/> Floor Plan(s) | <input type="checkbox"/> Roof Plan |
| <input type="checkbox"/> Partition type/Details | <input type="checkbox"/> Exterior Elevations |
| <input type="checkbox"/> Building Sections | <input type="checkbox"/> Wall Section(s)/Details |
| <input type="checkbox"/> Door/Window Schedules | <input type="checkbox"/> Stair Sections/Details |

Structural plan sheets

- | | |
|--|--|
| <input type="checkbox"/> General Notes | <input type="checkbox"/> Typical Details/Schedules |
| <input type="checkbox"/> Foundation Plan/Details | <input type="checkbox"/> Floor Plan(s) (Framing)/Details |
| <input type="checkbox"/> Roof Plan/Details | <input type="checkbox"/> Enlarged Stair Framing/Details |
| <input type="checkbox"/> Structural Calculations | <input type="checkbox"/> Soils Report |

Mechanical plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Mech. Details/Schedules/Calculations |

Plumbing plan sheets

- | | |
|---|---|
| <input type="checkbox"/> General Specifications | <input type="checkbox"/> Floor(s) Plans |
| <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Waste/Vent/Water/Gas Piping Diagrams |
| <input type="checkbox"/> Plbg. Details/Schedules/Calculations | |

Electrical plan sheets

- | | | | |
|--------------------------|------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | General Specifications | <input type="checkbox"/> | Floor(s) Plans (Lighting) |
| <input type="checkbox"/> | Floor(s) Plans (Power) | <input type="checkbox"/> | Roof Plan |
| <input type="checkbox"/> | Riser Diagram/One-line | <input type="checkbox"/> | Load/Fault Calculations |
| <input type="checkbox"/> | Elec. Details | <input type="checkbox"/> | Panel Schedules |

RESIDENTIAL ADDITIONS:

- Two (2) complete sets of plans**
Plans should include plot plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed work.
- Two (2) extra plot plans for Engineering review** (showing onsite lot retention) **if determined to be applicable after submittal**
- Two (2) sets of Truss Calculations** (if applicable, the plan reviewer will determine applicability)
- One (1) 8½ X 11 Plot Plan**

RESIDENTIAL REMODELS:

- Two (2) complete sets of plans**
Plans should include plot plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed work.

RESIDENTIAL POOL (Non-standard plan):

- Two (2) complete sets of plans for the pool structure**
Include structural calculations sealed by the design engineer and proposed pool equipment electrical requirements/connections.

RESIDENTIAL POOL (Non-standard plan) con't:

- Two (2) 8½ X 11 Plot Plans** (showing pool location, clearances to existing structures, etc., pool equipment location & electrical requirements/load calculations)
- Two (2) Site Plans for Engineering review** (Showing revised onsite lot retention) **if determined to be applicable after submittal**

MEP ONLY:

- Two (2) complete sets of plans** Site plan (include location map) and complete electrical, plumbing or mechanical plans & calculations as applicable for the proposed work.
- Two (2) complete sets of plans** for exterior additions/modification such as lighting added/ modified or adding roof mounted A/C units. Architectural plan showing how equipment is screened. Structural plans and calculations may be required for adding A/C units or other mechanical equipment on a roof.

PHOTOVOLTAIC SYSTEMS:

- | | | | |
|--------------------------|---|--------------------------|----------------------------|
| <input type="checkbox"/> | Site Plan | <input type="checkbox"/> | Equipment location plan |
| <input type="checkbox"/> | Panel/Equipment listing/cut sheets | <input type="checkbox"/> | Panel mounting information |
| <input type="checkbox"/> | Wind load calculations – panel/attachments | <input type="checkbox"/> | One-line diagram |
| <input type="checkbox"/> | Structural evaluation/calculations of existing roof & for added loads | <input type="checkbox"/> | Electrical calculations |
| <input type="checkbox"/> | Roof plan Show details for array location/mounting, existing mechanical/skylight locations including distance/clearance from array & access path to such equipment. | | |

SOLAR WATER HEATING SYSTEM:

- Site Plan
- Equipment location plan
- Roof plan Show details for array location/mounting, existing mechanical/skylight locations including distance/clearance from array & access path to such equipment.

- Piping plan showing temperature limiting device, relief valves, isolation valves,
- Structural evaluation/calculations of existing roof & for added loads
- Wind load calculations – panel/attachments
- Panel/Equipment listing/cut sheets
- Panel mounting information
- Backflow information
- Open System – NSF 61 listing information for all components

FACTORY BUILT MODULAR BUILDINGS (On-Site Permit):

- Two (2) complete sets of plans with the approval of from the Office of Manufactured Housing - State of Arizona Department of Fire, Building and Life Safety**
- Two (2) complete sets of additional plans** consisting of a site plan (include location map), electrical service/source plan, site lighting/photometric plan, landscaping plan, parking summary, exit stair/ramp plan including structural calculations and plans for connections to sewer and water service when not connecting to city mains as applicable for the proposed work. When connecting to city mains, include civil plans for underground fire line, sewer and water services connections. **Additionally, three (3) sets of civil plans shall be submitted separately for engineering plan review.**

PERMITS BASED on an APPROVED STANDARD PLANS for Parking Canopies or Homes:

- Two (2) 8½ X 11 Plot Plans** (Standard Home) show building footprint & setbacks
- Two (2) copies of the approved standard plan** (Parking Canopies)
- Two (2) sets of electrical plans** (Parking Canopies) showing electrical lighting source, new loads and how they affect the existing electrical service, conductor/conduit size & existing site lighting around proposed canopies
- Two (2) Site Plans** (Parking Canopies) (include location map) show locations & dimensions to existing landscape islands, existing lighting, existing structures, other parking canopies and property lines

OTHER (Work that does not fit into any of the above categories, i.e., monopoles for communication sites, retaining walls, shade structures, Public/Semi-Public Pools, etc:

- Two (2) complete sets of plans;** Plans should include site plan (include location map), code data sheet, architectural, structural, structural calculations, electrical, plumbing, mechanical, photometric & landscaping plans as applicable for the proposed work.

Registered Design Professional Required

Plans and other design and construction documents submitted to the Development Services Department for projects requiring a building permit shall be stamped (sealed), signed and dated by a registered design professional¹.

Exceptions: Plans and construction documents for the following types of projects are generally not required to be designed and sealed by a registered design professional:

1. **Detached single-family dwelling, duplex or townhome (New, remodel or addition to)** complying with all of the following:
 - The use and construction conforms to the prescriptive requirements of the IRC⁴,
 - Any structural design, calculations and details demonstrate conformance with accepted engineering practices for any non-prescriptive construction and
 - Trusses and other engineered structural components are designed by an engineer registered in Arizona
2. **Commercial⁷ – New Construction** complying with all of the following:
 - Building is a maximum of 2 stories and 30 feet in height above grade,
 - Building area measured at the outside surface of exterior walls is 3,000 square feet or less,
 - Design occupant load is 20 persons or less as defined in the IBC³, and
 - Structural members span 20 feet⁶ or less
3. **Commercial⁷ – Additions and Alterations:**
 - Additions and alterations are subject to the same limitations as noted above for New Construction, except the area limit may be exceeded by a one-time addition having a gross floor area of 1,500 square feet or less (measured at the outside surface of exterior walls), and intended for storage use only
4. **Commercial⁷ – Tenant Improvements:**
 - Construction of walls or reconfiguration of spaces within the same existing occupancy classification limited to Group A, B, E, F, M, R, S or U as defined in the IBC³,
 - Changes of occupancy group within the same or to a lesser hazard category than the current use, as defined in the IBC³ or IEBC⁵,
 - Changes to fire-rated construction or to the number of exits from the space that are not required by the IBC³
 - Changes in designed occupant load within an existing occupancy group (no increase < 100 occupants)
5. **Residential or Commercial – Miscellaneous:**
 - Freestanding walls, fences or combination thereof, not exceeding 6'-0" in height above adjacent grade
 - Retaining walls which are not over 4'-0" in height measured from the bottom of the footing to top of the wall, provided the wall is not supporting a surcharge or impounding Class I, II or III-A liquids
 - Electrical design and installation of service equipment, distribution panels and sub-panels where:
 - Not a series-rated designed system, or
 - 300 Amperes or less for 120/240 volts, single phase circuits, and fault current is 10,000 AIC or less, or
 - 225 Amperes or less for 120/208 volts, 3 phase circuits, and fault current is 10,000 AIC or less or
 - Not serving a hazardous occupancy or location as defined in the NEC² or IBC³, or
 - Not serving a hospital or other health care facility having surgical operating rooms

The Building Official is authorized to require that plans be prepared by a registered design professional for a project, or waive the requirement, when warranted by the scope of the work proposed.

Footnotes:

1. Registered Design Professional: Architect, Engineer or other professional discipline registered or licensed to practice in the State of Arizona, and performing professional services within the scope of their registration or license.
2. NEC: National Electrical Code as amended by the City of Tempe.
3. IBC: International Building Code as amended by the City of Tempe.
4. IRC: International Residential Code as amended by the City of Tempe.
5. IEBC: International Existing Building Code as amended by the City of Tempe.
6. A span greater than 20 feet is permissible where the structural member and those structural elements necessary to carry the design loads down to and including the foundation, are designed by a registered design professional.
7. Commercial buildings exclude detached single-family dwellings, duplexes and townhomes as described in Exception #1.