CITY OF TEMPE

Administrative Completeness Review Checklist

Residential Building Permit Project
Building Safety

NOTICE OF DEFICIENCIES

It is highly advised that the design professional utilize this checklist to perform their own administrative completeness review of the documents and plans prior to submittal to the City.

Project Name: ________________________________________________

Project Address: ______________________________________________

Project DS/PC Number: DS ___________________ PC _________________

Description of Work: __________________________________________

_______________________________________________________________

NOTICE OF DEFICIENCIES

City Plan Reviewer: ____________________________ Date: _____/_____/_______

☐ Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the plan sheet number where information may be found OR indicate why you believe that it does not apply on this project. **Do not cloud/delta changes made to plan sheets for this completeness review.**

_______________________________________________________________

CHECK OFF ALL SUBMITTED ITEMS – STRIKE THROUGH NON-APPLICABLE ITEMS

GENERAL

☐ Application
☐ Fees

PROJECT DATA

Project Description:

☐ New Building
☐ Addition/Alteration
☐ Demolition
☐ Miscellaneous Work – demolition, pool, solar, mechanical, electrical, plumbing etc.
☐ Special Inspections Form
Project Location:
- Address of the project
- Legal description of the property

Property Owner Information:
- Owner’s Name
- Owner’s Mailing Address
- Contact Person
- Phone Number
- Email Address

Applicant Information:
- Applicant’s Name
- Applicant’s Mailing Address
- Contact Person
- Phone Number
- Email Address

Contractor Information – FYI
Not required for plan review but required for Permit Issuance - Use City Form “Contractor Affidavit”
- Required for most projects by Arizona State Law
- Contractor’s Name
- Contractor’s Mailing Address
- Phone Number
- Email Address
- Contractor License Number
- State Privilege Tax Number
- City Privilege Tax Number

CONSTRUCTION PLANS

GENERAL
- Two (2) complete sets of plans are to be submitted for a plan review.
- All submittals for building permits must be: drawn to scale, legible, and contain enough information to show compliance with all applicable codes and ordinances
- It is preferred that plans for residential buildings be a minimum of 24” X 36” in size. Plan sheets shall be uniformly sized throughout the plan set.

SITE PLAN
- Sealed by an architect or other design professional registered in the State of Arizona
- Address of the project
- Size and shape of the lot
- Property lines with dimensions
- All existing and proposed buildings/structures
- Dimensions between the buildings/structures and the property lines
- Building setback dimensions per Zoning & Development Code Table 4-202A
- Vicinity Map/Arial
Streets and alleys
Indicate the North direction
Parking spaces per Zoning & Development Code Section 4-602
Electric service entrance section(s) and gas meter location

ARCHITECTURAL PLANS

Complete architectural floor plans, elevations plans, and roof plans

Sealed by an architect or other design professional registered in the State of Arizona

General Code Data required on architectural plans usually the cover sheet
- Design Codes
- Occupancy Classification
- Type of Construction
- Fire Sprinkler Y or N (Required on new buildings or additions of >5000 sq. ft.)
- Square footage: Total and for each building
- Building height
- Number of stories (multi-story building only)
- Maximum lot coverage calculation - Zoning & Development Code Table 4-202A
- Deferred Submittal Items (Requires an architect or engineering on the project)

Information Required on Plans
- Complete floor layout with use of each room
- Demolition plan
- Wall schedule for demolished, new, existing, bearing/non-bearing walls
- Dimensions of buildings, rooms, hallways, doors, etc.
- Energy code requirements for the building envelope – IRC Chapter 11 or IECC Chapter 4
- Fire rated assemblies including listing details
- Protection of Openings – Through and Membrane Penetrations
- Construction and standard details keyed to plan sheets
- Building elevations-four sides
- Building cross-sections
- General architectural details
- Typical Wall Construction Details including top and bottom connection details
- Window schedule, door schedule and hardware schedule (include U-factor & SHGC)
- Floor/wall finish schedule
- Attic ventilation calculations, ventilation methods/materials and details

MECHANICAL PLAN

Sealed by an mechanical engineer or other design professional registered in the State of Arizona

Mechanical floor plans
Mechanical energy conservation code compliance - IRC Chapter 11 or IECC Chapter 4 and Manual J
Layout of ductwork, A/C units, air-handlers, diffusers, etc. – Design per Manual D
HVAC or other mechanical equipment listings, specifications and weights
Outside ventilation air calculations
Air-balance schedule
Toilet room exhaust ventilation systems
Combustion-air openings sizes and locations

PLUMBING PLAN

- Sealed by a registered mechanical engineer or other design professional registered in the State of Arizona
- Symbol schedule of all symbols and abbreviations used
- On-site water & sewer plans
- Complete Plumbing floor plan
- Plumbing demolition plan
- Service water heating energy conservation compliance
- Plumbing fixture specifications
- Drain, waste, and vent sizing with isometrics
- Water service pipe and isometrics
- Water meter sizing calculations
- Gas meter location
- Floor/roof plan with appliance types and locations
- Gas pipe sizing and lengths with isometrics
- Pressure Regulators including locations – LPG or Medium pressure
- Appliance locations with Btu/hr input ratings
- Total developed length of piping system
- Gas pipe materials, locations, pipe support method and spacing
- Gas appliance venting and combustion air

ELECTRICAL DRAWINGS

- Sealed by electrical engineer or other design professional registered in the State of Arizona
- Symbol schedule of all symbols and abbreviations used
- Complete electrical site plan with utility transformer(s), SES(s), exterior lighting, and wiring.
- System voltage, phase configuration
- Subpanels and feeders with conductor sizes and types
- Ampere rating of all overcurrent devices
- Grounding details
- Power floor plan showing receptacles, switches, outlets, etc.
- Location of all electrical equipment including SES, panels, transformers etc.
- Panel Schedules
- Load calculations for the SES and all panels
- Energy code compliance - IRC Chapter 11 or IECC Chapter 4
STRUCTURAL PLANS

☐ Sealed by either a structural or civil engineer registered in the State of Arizona

General
☐ Design Live/Dead Loads
☐ Wind Design Data
☐ Seismic Design Data
☐ Special Loads
☐ Deferred Submittal Items (Requires an architect or engineering on the project)
☐ Special Inspection and Structural Observation requirements
☐ Material Specifications
☐ Geotechnical Information, Soils Class, Allowable Bearing Pressure
☐ General structural details, and connection details
☐ Two copies of Structural calculations that includes vertical and lateral structural analysis and sealed by the structural engineer of record
☐ Special Inspection Certificate (Complete Parts A, B & C of Special Inspection Certificates - City form)

Foundation Plan
☐ Foundation locations and details
☐ Shear wall and hold down locations
☐ Footing elevations
☐ Anchor size and placements

Floor Framing Plan
☐ Framing floor layout with type and member sizes
☐ Sections
☐ Details/Construction Details
☐ Shear wall transfer locations & details

Roof Framing Plan
☐ Framing roof layout with type and member sizes
☐ Sections
☐ Details/Construction Details
☐ Shear wall transfer locations & details

Wall Information and Details
☐ Sections/Construction Details
☐ Bracing Method
☐ Header/Lintel sizes & details

ENGINEERING PLANS – Required in building plan submittal & as separate submittal

☐ Sealed by either a civil engineer registered in the State of Arizona
☐ Grading & Drainage Plan
☐ Minor Modification Form

NOTE: Additional drawings may be required depending on the complexity of the project.