

## BUILDING PLAN CHECK SUBMITTAL CHECKLIST

PLANS MAY BE REJECTED  
IF THE FOLLOWING REQUIRED ITEMS (\*\*) ARE NOT INCLUDED WITH SUBMITTAL:  
*REFER TO PAGE 5 FOR WHEN A REGISTERED DESIGN PROFESSIONAL IS REQUIRED*

### NEW BUILDING:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\*Two (2) complete sets of plans<sup>†</sup>**  
Plans should include site plan, code data sheet, exiting plan, architectural, structural, electrical, plumbing, mechanical, civil, photometric (include point by point photometric plans overlaid onto 50% screened landscape drawing) & landscaping plans
- \*\*Two (2) sets of Structural Calculations**
- \*\*Two (2) sets of Spec Books**
- \*\*Two (2) sets of Soils Reports**
- Two (2) sets of Roof/Floor Truss Calculations and Drawings**
- \*\*Two (2) sets of Lighting Cuts Sheets**
- 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.**  
[http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)  
***Note: Additional approvals from the City of Tempe Public Works Dept. such as haul route, traffic barricading and special use permit are required with the demolition work.***

### ADDITIONS/ALTERATIONS:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\*Two (2) complete sets of plans<sup>†</sup>**  
Plans should include site plan, code data sheet, exiting plan, architectural, structural, electrical, plumbing, mechanical, civil plans (if applicable), photometric (include point by point photometric plans overlaid onto 50% screened landscape drawing) & landscaping plans as applicable for the proposed improvements.
- \*\*Two (2) sets of Structural Calculations**
- \*\*Two (2) sets of Lighting Cuts Sheets** (if modifying/adding exterior lighting)
- For renovation or demolition activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**  
[http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)  
***Note: Additional approvals from the City of Tempe Public Works Dept. such as haul route, traffic barricading and special use permit are required with the demolition work.***

### TENANT IMPROVEMENTS:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\*Two (2) complete sets of plans**  
Plans should include site plan, code data sheet, exiting plan, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed improvement. For exterior modifications, adding roof mounted A/C units or other mechanical equipment, provide 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.
- For renovation activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**  
[http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)

### NEW SINGLE FAMILY RESIDENCES:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\*Two (2) complete sets of plans**  
Plans should include site plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans
- Two (2) extra site plans for engineering review** (showing onsite lot retention if determined applicable after submittal)
- \*\*Two (2) sets of Truss Calculations**
- \*\*Two (2) sets of Soils Reports** (if applicable)
- \*\*Two (2) sets of Structural Calculations** (if applicable)
- \*\*Two (2) 8½ x 11 Plot Plans**

### RESIDENTIAL ADDITIONS:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee** (not applicable on flat fee permits check Table 2-A Miscellaneous Fee)
- \*\*Two (2) complete sets of plans**  
Plans should include site plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed work.
- Two (2) extra site plans for Engineering review** (showing onsite lot retention if determined 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:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee** (not applicable on flat fee permits check Table 2-A Miscellaneous Fee)
- \*\*Two (2) complete sets of plans**  
Plans should include site plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed work.

RESIDENTIAL POOL (Non-standard plan):

- \*\*Completed Project Submittal Form**
- \*\*Two (2) complete sets of plans for the pool structure**  
Include structural calculations sealed by the design engineer.
- \*\*Two (2) 8½ x 11 Plot Plans** (showing pool location, clearances to existing structures, etc. & pool equipment location)
- Two (2) Site Plans for Engineering review** (showing revised onsite lot retention if determined applicable after submittal)

RESIDENTIAL POOL (BASED ON APPROVED STANDARD):

- \*\*Completed Project Submittal Form**
- \*\*Two (2) 8½ x 11 Plot Plans** (showing pool location, clearances to existing structures, etc. & pool equipment location)
- \*\*One (1) copy of the approved pool standard plan**  
Copy should either be wet sealed by design engineer or accompanied by a wet sealed letter from the design engineer authorizing the use for this specific project.
- Two (2) Site Plans for Engineering review** (showing revised onsite lot retention if determined applicable after submittal)

DEMOLITION (ENTIRE BUILDING):

- \*\*Completed Project Submittal Form**
- \*\*Two (2) 8½ x 11 dimensioned and legible Site Plans** (clearly identifying building to be demolished include building height & distances to other structures, property lines, streets, alleys, public sidewalks or other public right-of-ways)
- Pedestrian protection or protection of adjacent building(s) may be required** (The plan reviewer will make the determination and additional plans such as structural/structural calculations, plans for ADA compliance and electrical plans for site lighting will be required)
- Note: Additional permits from the Public Works Department are required**  
One or all of the following may be required: Special use permit, haul permit, haul route, pedestrian routing/ protection in right-of-way and traffic control barricading plan
- \*\*For demolition activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**  
[http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)  
**Note: Additional approvals from the City of Tempe Public Works Dept. such as haul route, traffic barricading and special use permit are required with the demolition work.**

DEMOLITION (INTERIOR ONLY):

- \*\*Completed Project Submittal Form**
- \*\* Two (2) Site plan**
- \*\* Two (2) Floor plan showing extent of interior demolition**
- For renovation activities as defined by the Maricopa County Air Quality Department, provide completed City of Tempe NESHAP Acknowledgement Form.**  
(if applicable)  
[http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)

GRADING ONLY:

- \*\*Completed Project Submittal Form**
- \*\*Two (2) sets of Civil grading and drainage plans** (Building plans must be submitted for plan review or prior approval required from (Building Safety) Deputy Development Services Manager, Plan Review Administrator or Development Project Coordinator & Engineering (civil) plans must be submitted and have been reviewed at least once)

MEP ONLY:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee** (not applicable on flat fee permits check Table 2-A Miscellaneous Fee)
- \*\*Two (2) complete sets of plans**  
Plans should include site plan and complete electrical, plumbing or mechanical plans & calculations as applicable for the proposed work. For exterior additions/modifications such as lighting added/ modified or adding roof mounted A/C units provide 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.

MOBILE HOME (aka: Zoning Permit):

- \*\*Completed Project Submittal Form**
- \*\*Two (2) 8½ x 11 Plot Plans** (show size of lot, mobile home, patio cover, carport cover and awnings including their distance to the lot lines)

FACTORY BUILT MODULAR BUILDINGS (On-Site Permit):

- \*\*Completed Project Submittal Form**
- \*\*Two (2) complete sets of plans with the approval from the Office of Manufactured Housing - State of Arizona Department of Fire, Building and Life Safety**
- \*\*Two (2) complete sets of plans**  
Plans should include a site plan, 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. In addition, when connecting to city mains three (3) sets of civil plans shall be submitted separately for engineering civil plan review.

REVISIONS:

- \*\*Completed Project Submittal Form**
- \*\*Two (2) sets of the revised sheets only** (revised items shall be clearly identified)

REVIEW to CREATE a NEW STANDARD PLAN for Parking Canopies, Pools, and Homes:

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\*Two (2) complete sets of plans (homes and pools)**  
Code data sheet, architectural, structural, structural calculations, truss drawings/calculations, electrical, plumbing, mechanical plans as applicable for the proposed work
- \*\*Two (2) complete sets of plans (parking canopies)**  
Architectural, structural and structural calculations

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

- \*\*Completed Project Submittal Form**
- \*\*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  
  
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:**

- \*\*Completed Project Submittal Form**
- \*\*Plan Review Fee**
- \*\* Two (2) Site plans**
- \*\*Two (2) complete sets of plans<sup>†</sup>**  
Plans should include site plan, code data sheet, architectural, structural, structural calculations, electrical, plumbing, mechanical, photometric & landscaping plans as applicable for the proposed work.

**†Plans approved for Third Party Plan Review or sent out for Contract Plan Review Services**  
**Projects requiring a planning plan review that are approved for a Third Party Review process or projects selected for a Contract Plan Review Services process will require one (1) additional set of plans in addition to those listed above. Projects selected for contract plan review will be notified when an additional set of plans are needed.**

**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 professional<sup>1</sup>.

**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 IRC<sup>4</sup>,
  - 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

**Registered Design Professional Required:**

2. **Commercial<sup>7</sup> – 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 IBC<sup>3</sup>, and
  - Structural members span 20 feet<sup>6</sup> or less
3. **Commercial<sup>7</sup> – 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. **Commercial<sup>7</sup> – 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 IBC<sup>3</sup>,
  - Changes of occupancy group within the same or to a lesser hazard category than the current use, as defined in the IBC<sup>3</sup> or IEBC<sup>5</sup>,
  - Changes to fire-rated construction or to the number of exits from the space that are not required by the IBC<sup>3</sup>
  - 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 the fault current is 10,000 AIC or less and is:
  - Not a series-rated designed system, or
  - 300 Amperes or less for 120/240 volts, single phase circuits, or
  - 225 Amperes or less for 120/208 volts, 3 phase circuits, and
  - Not serving a hazardous occupancy or location as defined in the NEC<sup>2</sup> or IBC<sup>3</sup>, and
  - 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.