Residential Site Plan Checklist

- ❑ North Arrow
- ❑ Vicinity Map
- ❑ Scale: i.e. **1"= 10' 1"= 20' 1"= 30'** (Non-standard scales are not acceptable, i.e. 1" = 26.5') Use either an "Engineers' or "Architects" scale only.
- ❑ Parcel / Owner Block
- ❑ Use of adjacent parcels – vacant, residential, etc. (all sides)
- ❑ Distance to shared well, property and septic tank / field (if applicable)
- ❑ Parcel Dimensions, all sides
- ❑ Does parcel appear to border section or mid-section line?
  - ***Yes*** *or* ***No***

  (If yes, add MCDOT review)
- ❑ Building Dimensions, all sides
- ❑ Set-backs to all structures & distances between buildings.
- ❑ Building's intended use, i.e. *"Residence", "Barn", "Fences", "Detached Garage", "Storage Shed," etc.* **
- ❑ Dedicated street access including street name
- ❑ Easements (drainage, ingress/egress, public utility easement, etc.)
- ❑ Washes, slopes and elevation changes
- ❑ Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway paving material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.)
- ❑ Septic location with setback to nearby buildings (unless on public sewer). Indicate tank and disposal drain field. (Primary should have two test holes, the reserve should have one hole.)
- ❑ Storage Tanks, i.e. propane, water. Must show setbacks and tank size.
- ❑ Hillside lots (slopes 15% or greater) are required to be drawn by an appropriate professional, registered in the State of Arizona
- ❑ Compare site plan to application work description for uniformity.
- ❑ Check for fences, culverts

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- ❑ Must supply 3 stapled sets, numbered, with no attached site plans.
- ❑ Plans must be clear and readable, drawn to scale, and on appropriate size paper.
- ❑ Indicate square footage. If residential, a summary of livable, garage, patios and porches, and garage or carport. (This may be stated on the site plan.)
- ❑ Current building codes – 2009 IRC, 2009 IBC, 2008 NEC, 2009 IMC, 2009 IPC & 2009 IFGC (all as amended per the Maricopa County Local Additions and Addenda).
- ❑ No options or references to future construction are allowed.
- ❑ Floor plan showing electrical, plumbing, and mechanical fixture and appliance locations. If a gas fireplace is shown, look for size/location of propane tank on site plan (if applicable).
- ❑ Foundation plan with cross referenced foundation details.
- ❑ Roof and floor framing plans.
- ❑ Cross sections (2) and connection details for both longitudinal and transverse.
- ❑ Elevations (4) with height dimensions (include all fencing).
- ❑ If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan.
- ❑ A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amp or larger electrical service.
- ❑ If stairs are shown, provide details showing tread rise and run.
- ❑ A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio.

*** Be very cautious of the words **"Future", "Future use", "Not for Construction" or "Proposed"** as they are not to be used on building or site plans.*

❑ **Basement** ❑ **Single Level** ❑ **Multi-Level**
(Include this information in the permit work description)

Revised: 10/01/2010