

Commercial Site Plan Checklist

- Must supply 7 NEW site plans **with No attached building plans**
- North Arrow and Vicinity Map
- Scale: i.e. 1"= 10' 1"= 20' 1"= 30' (Non-standard scales are not acceptable, i.e. 1" = 26.5' or 1"=16') Use either an "Engineers' or "Architects" scale only
- Parcel / Owner Block / Deed
- Use of adjacent parcels – Commercial, Residential, Vacant, etc.. (all sides)
- Show location of well on property and/or shared wells within 200' of property
- Parcel Dimensions, all sides
- Building Dimensions, all sides
- Dedicated street access including street names
- Show Right of Ways with dimensions and jurisdiction identified
- Label all easements (drainage, ingress/egress, public utility easement, etc.) and show washes on property
- Setbacks to all structures, to the property lines, and between buildings.
- Label and number all buildings intended use (i.e. classroom, construction trailer, etc.)
- Show entrance and exits to property with appropriate sight triangles
- Label Storage Tanks (i.e. water, fuel, propane). Must show setbacks and tank size and label above or below ground.
- Septic:
 - Location with setback to nearby buildings
 - Indicate tank and disposal drain field.
 - Name municipal water supply
 - Provide ES documentation of application, ATC/ATD, or review approval as appropriate.
- Compare site plan to application work description for uniformity.
- Check for fences and culverts (if applying for fence provide 4 fence details)
- Provide typical detail to scale ¼"=1' of standard and accessible parking space and include total of standard and accessible spaces
- Sealed civil engineered grading and drainage plans are required for all new buildings or additions.

Commercial Building Plan Checklist

- Must supply 3 NEW stapled sets, numbered, **with No attached site plans**
- Plans must be clear and readable, drawn to scale, and on appropriate size paper
- Current building codes: 2012 IBC, 2012 IRC, 2012 IPC, 2012 IMC, 2012 IFGC, 2012IGCC, 2012 IECC, 2012 IEBC, 2011 NEC
- No options or references to future construction are allowed.
- Floor plan showing complete Architectural, Structural, Mechanical, Electrical, and Plumbing construction plans sealed by an Arizona Registrant
- 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 or larger electrical service
- Specification and Calculations as needed.
- A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio
- Arizona Registrants' seal required if greater than 3000 square feet area, 20 foot span, or 20 occupant load

**** 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.**