

APPENDICES

The following pages are provided as information for the applicant. Please read through this information as it directly applies to what the Community Development Department looks for when processing and reviewing permit applications.

CONTENTS:

- COMMERCIAL PERMIT/PLAN REVIEW SUBMITTAL CHECKLIST
- COMMERCIAL PLAN WORKSHEETS - 2018 CODES
- PUBLIC WORKS PW-INSPECTION DEPOSIT INFORMATION SHEET

ADDITIONAL LINKS:

- BUILDING FEE SCHEDULE
 - <http://www.prescott-az.gov/wp-content/uploads/2016/05/2019-IBC-VALUATION-TABLES.v07012019.pdf>
- IMPACT FEE GENERATOR
 - <http://www.prescott-az.gov/business-development/building-permits/development-impact-fees/impact-fee-estimator/>
- PUBLIC WORKS DOCUMENTS
 - <http://www.prescott-az.gov/documents/?filter=14782#general-engineering-standards>
- COMMCheck
 - <https://www.energycodes.gov/comcheck>

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CONSTRUCTION PLANS: All plans should be drawn to scale, minimum 3/32"

Copies of all General Engineering Standards, Manuals, City and Land Development Codes, and City Plan Review "Checklists" are available to the public on the City's website at www.cityofprescott.net.

Hard copies of the Plan Review "Checklists" will be made available upon request.

Pre-Application Meeting # _____

1. Permit Application & Construction Hold Harmless, all forms signed with original signature.
 - a. Arizona Registrar of Contractors Form
 - b. Federal Emergency Management Agency (FEMA) Questionnaire
 - c. State of Arizona Bond Exemption Certificate (on file)
 - d. Public Works Inspection Deposit Form
 - e. Commercial Fixture Tabulation Sheet
 - f. Prescott Fire Department Fire Sprinkler Forms.
2. Two (2) copies of the Pre-Application Letter.
3. One (1) electronic copy of all Building Division submittal items, including the Plot / Site Plan (in .pdf format, label jump drive). (**This Building Division requirement will apply in 4th quarter 2019, be on the lookout for coming announcements and requirements.) All Public Works documents are already required to be submitted in electronic format and paper format .
4. Two (2) sets of Architectural Plans including Two (2) sets of Landscape plans (including irrigation plans).
 - a. Plans are complete with code summary sheet and exiting plan per code worksheet.
 - b. All plans stamped by an Architect if building is over 3,000 sq ft or has an occupant load of over 20 occupants.
 - c. Plumbing floor plans with fixture count and description and plumbing calculations.
 - d. Electrical plans with floor and site plans showing all lighting, outlets, electrical shut-off's, disconnects, subpanels and main panels. All system with an 800amp main panel must be stamped by an electrical engineer.
 - e. Provide a photometric plan and all light fixtures for all site lighting on the buildings and in the parking areas.
 - f. Mechanical floor plan with all equipment sizing, duct location, smoke or fire damper locations, must provide all IECC requirements after January 1, 2017.
 - g. Provide a list of all Deferred submittal Items: (ie: Fire sprinklers and alarm plans)
 - h. Provide COMCheck for all Commercial buildings that have heated areas.
5. Code summary
 - a. Drawing Sheets shall be designated as CS (Code Summary).
 - b. Provide a basic floor plan for each level, showing partitions, stairs, doors with door swings, fixtures, etc. Minimum scale is 1/8" = 1'-0"
 - c. Clearly label the following:
 - i. Use of each room or area (i.e. office, sales, conference, kitchen, manufacturing, storage, classroom, lobby, corridor, vertical exit enclosure, etc.)
 - ii. IBC Occupancy classification for each room, area and floor.
 - iii. Square footage of floor area of each room or area.
 - iv. Occupant load factor used for each room or area and floor.
 - v. Number of required exits for each room or space, and for each floor.
 - vi. Provide a total occupant load summary for each floor or level.
 - d. Clearly show all actual and assumed property lines, including those required by IBC 705.3.
 - e. Graphically show the extent and rating of all rated assemblies both vertical and horizontal, including the rating of any required opening protection.
 - f. Clearly show a complete Means of Egress Path and Exit Discharge, including the width, common path of travel, travel distance, diagonal distance of exits, exit signs, and emergency exit pathway lighting (interior and exterior).
 - g. Indicate any doors that are provided with panic hardware and/or magnetic hold-opens.

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- h. Provide accessible information for site and all parts of the building including any stages or platforms. This includes all Braille signs for room identification and exits, Areas of refuge, and emergency communication.
 - i. Provide interior Wall finish and trim requirements in accordance with IBC Table 803.9.
 - j. Provide complete list of Hazardous Materials and show storage location.
6. Three (3) separate sets of full size (minimum 24" x 36"), paper, legible Site/Civil Plans (**Please note:** At the end of the project we will require electronic .dwg files of the approved plans).
- a. Water and Sewer plans (for mainlines off-site and within commercial site) including service and meter size, fire lines, water backflow, PRV, and sewer backwater locations new and existing.
 - b. Grading Plan and Erosion Control Plan/SWPPP.
 - c. Drainage Plans (FEMA information and requirements if applicable).
 - d. Off-site Improvements (additional separate permits may be required).
 - e. North arrow and approvable engineering scale (1"=10' OR 1"=20' Preferred).
 - f. Design and Revision box (Date the plans are prepared or revised)
 - g. Engineer's firm, address and phone number in block provided. Self-adhesive label is not acceptable.
 - h. Architect or Engineer's, seal, signature, date and stamps expiration.
 - i. Signature block normally says "Approved By". For "As Built" plans, the signature block should say "Reviewed By" with date. In large lettering write "AS BUILT" near the title block, if the plans are "As Built" plans – Each Sheet.
 - j. Survey datum: List at least two control points with coordinates and elevations on City of Prescott datum and ties. Refer to Prescott Land Development Ordinance 9.10.10 for details.
 - k. Quantities Box: Final quantities must be listed on either the title sheet or second sheet, showing as a minimum street footage per street with totals per project, water line and sewer line linear feet, fire hydrants, storm drains, water & sewer taps, earthwork, on the as-built as quantities may change from beginning of project to completion.
 - l. Label and dimension the locations of all existing and proposed site/retaining fence/walls.
 - i. Per General Engineering Standards 2.9.1 – Show the finish grade elevations at base and top of wall at start, end, direction change, and elevation change (steps) locations.
7. Three (3) sets of Engineer Specifications and reports (if applicable).
- a. Must include Architect or Engineers, seal, signature, date and stamps expiration date.
 - i. Water and Sewer Reports (for public main extensions).
 - ii. Geotechnical Report including R-value.
 - iii. Drainage Reports (with Hydraulic Calculations, and Hydrological Maps).
 - iv. SWPPP binder, and ADEQ NOI are required prior to issuance of a grading permit.
 - v. Traffic/Impact Analysis Report
 - vi. Structural (retaining walls or other structural infrastructure items)
8. Two (2) sets applicable calculations and reports to accompany Architectural plans
9. One (1) Civil Construction Cost Estimate (per General Engineering Standards 1.4.3)
- a. Financial Assurances may be required (G.E.S. 1.4). The amount of the financial assurances shall be based on an estimate of construction costs prepared by a licensed Civil Engineer in the State of Arizona through a duly executed construction contract for the work with a licensed and registered contractor that will be performing the work.

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PROPOSED SPECIFICATIONS:

- Square Footage: _____
- Building Height: _____
- Number of Stories: _____
- Occupancy Classes: _____
- Construction Type: _____
- Sprinklers 13 13R Other : ____ -

- Alarm
- Square Footage Mixed Occupancy:

- Building Setbacks/ Separations
Distances:
N: _____ S: _____ E: _____
W: _____

CONSTRUCTION DETAIL: Show building cross-section, including materials to be used (roof through foundation), load path, bearing and up-lift, stairs and stairway details, retaining walls, and materials, anchors, hold downs, ties, mechanical equipment locations and type (gas or electric); foundation sections and any other special construction detail required to clarify code compliance.

PROPOSED PLAN: Existing Building Code 302.1

- New Building Addition Alteration Other _____

OCCUPANCY GROUP: IBC Chapter 3 Sec. 303-312 (include sq. ft. per)

- A-____ _____ B- _____ E-____ _____ F-____ _____
 H-____ _____ I- _____ M-____ _____ R-____ _____
 S-____ _____ U- _____

INCIDENTAL USES: IBC Chapter 5 IBC Table 508.2

- Furnace > 400,000 BTU
- Broilers > 15psi > 10hp _____
- Refrigeration or Hydrogen
- Paint Shops
- Laboratories – Vocational Shops
- Laundry – Storage - Batteries
- Parking Garage

MIXED OCCUPANCY GROUP: IBC Section 508.3

- Separation required Non-Separated Accessory Combination

SEPARATION RATING: IBC Table 508.3.3

- 1-hour 2-hour 3-hour 4-hour

TYPE OF CONSTRUCTION: IBC Chapter 6

- I A/B II A/B III A/B IV HT V A/B

STRUCTURAL COMPONENTS: IBC Section 602

- 1-hour 2-hour 3-hour

COMBUSTIBLE MATERIAL: IBC Section 603

- Type I & II Construction Use of Fire Treated Wood

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Permit Number _____

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FIRE RESISTIVE CONSTRUCTION: IBC Chapter 7

- Rated Assemblies - Testing
- Openings - Penetrations
- Concealed Spaces
- Draft / Firestops
- Fire – Walls, barriers, partitions
- Smoke – Walls, barriers, partitions
- Shaft enclosures rating

FIRE SEPARATION DISTANCE: IBC Section 702

Property Line Center of street/alley/public way Imaginary Line between buildings
 Wall/Roof projections

EXTERIOR WALLS: IBC Table 602

Rating - 1-hour 2-hour 3-hour

ALLOWABLE FLOOR AREA: IBC Chapter 5, IBC Sections 503-508

Per Floor allowable Total building allowable Increases, Sprinklers

HEIGHT & NUMBER OF STORIES: IBC Chapter 5, IBC Sections 502-509 {review definitions: basement, grade plane, building height, story height, mezzanine}

Allowable height Allowable Stories Height modifications Special Provisions

SPECIAL OCCUPANCY REQUIREMENTS: IBC Chapter 3 & 4

Malls Parking Structures Hazardous Uses Motor Vehicles Assembly

DESIGN OCCUPANT LOAD IBC Chapter 10

Occupant Load Factor Total Occupant Load = _____ Egress width & hardware type

MEANS OF EGRESS: IBC Chapter 10

- Elements, continuity, rated corridors
- Required Illumination - Separation
- Number of Exits – direction of travel
- Travel distance – sprinkler increase
- Ramps
- Slope / Rise / Run
- Emergency Escape / Rescue

INTERIOR FINISHES: IBC Chapter 8

Interior surface coverings Flame spread rating/ smoke development Material Class I, II or III

FIRE PROTECTION: IBC Chapter 9 (required or not? Firewalls?)

Fire suppression system type Fire Alarm Smoke Control Smoke/Heat vents

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ACCESSABILITY: IBC Chapter 11, ANSI A117.1, IBC Appendix E, TAS-TDLR#=

- Parking, 1:48, Symbol
- Accessible Unit or A/B type
- Accessible route of travel
- Separate rooms or unisex
- Special Requirements
- Signage and symbols

DETAILED CODE REGULATIONS:

Chapter / Code	Check
IBC Chapter 12, 2012 IEEC	Interior Environment Ventilation
IBC Chapter 14	Exterior Wall Coverings
IBC Chapter 15	Roof Assemblies and Structures
IBC Chapter 16, WCC	Structural Design, Local Design
IBC Chapter 17	Special Inspections / Agreement
IBC Chapter 18	Soils & Foundations
IBC Chapter 19	Concrete
IBC Chapter 21	Masonry
IBC Chapter 22	Steel
IBC Chapter 23	Wood
IBC Chapter 24	Glass and Glazing; type, location, safety
IBC Chapter 25	Gypsum Wall/Plaster/Lath
IBC Chapter 29, IPC	Plumbing fixture counts, sizing and materials, Backflow required?
IBC Chapter 30	Elevators – State Inspections?
IBC Chapter 31	Pools and spas – Yav Co requirements, perimeter protection Membrane structures – Flame spread
IBC Chapter 32 & 33	Right of way, Encroachments
IBC Chapter 34 IEBC	Existing Buildings
IMC	Mechanical; sizing, dampers, detectors
2012 IEEC	Vapor Barrier, Insulation – Slab edge / roof/wall/floor/plumbing/vents, Economizer Lighting Summary, Glazing U-Factors & Percentage, Prescriptive or Component

SECTION 5 – PLUMBING FIXTURE COUNT											
IBC Chapter 29											
Type of Occupancy	Floor Area	Plumbing Occupant Load Factor	Plumbing Occupant Load	Water Closets				Lavatories			
				Male		Female		Male		Female	
				Req'd	Shown	Req'd	Shown	Req'd	Shown	Req'd	Shown
Total Number of Fixtures											
Number of Accessible Fixtures											
Unisex Toilet (per IBC 1109.2.1)			Required		Equally divide the plumbing occupant load between male and female for determining the number of required plumbing fixtures						
			Provided								
Number of Drinking Fountains			Required								
			Provided								
			Accessible								

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PUBLIC WORKS PW-INSPECTION DEPOSIT



Effective September 1, 2015, the Prescott City Council adopted a \$75 per hour PW-Inspection Fee for all Public Works related inspections. PW-Inspections are required for any public infrastructure construction* and for any private fireline, that is a direct, open connection to a City water main.

* *Public infrastructure means the new construction or replacement of infrastructure that will be turned over to the public (City) for long-term maintenance. This includes items such as, grading, retaining walls, water mains, sewer mains, drainage infrastructure, curb, gutter, sidewalk, asphalt, chip seal, or any other item constructed in the right-of-way or turned over to the City.*

PW-Inspection Fee “Deposit” amount will be collected based on the “**Engineer’s Estimate**” of cost for the “**Public Infrastructure**” **portion of the project only**. These “Deposit” amounts are ONLY AN ESTIMATE OF PW-INSPECTION FEE COSTS.

A minimum balance of 20% of the original “Deposit” amount shall be maintained in the deposit account at all times. Monthly statements will be provided showing PW-Inspection Fees paid, “Deposit” account balance and/or additional deposits due. Any shortage to the PW-Inspection Fee “Deposit” account owed must be paid prior to a “Certificate of Occupancy” or “Approval to Operate and Release” being issued by the City. Any excess PW-Inspection “Deposit” remaining after the project is released by the City will be returned to the applicant within 30-days.

It is difficult to determine the number of project inspection hours. Variables such as the scale of the work, the number of days, weather delays and the complexity of the project all affect PW-Inspection time tables.

THE FOLLOWING AMOUNTS ARE ONLY ESTIMATED DEPOSIT AMOUNTS:

Description of Service	Construction Cost Based on Engineer’s Estimate	Deposit Amount	Minimum Balance
PW-Inspections	First \$5,000	\$300	0
	\$5,000-\$25,000	\$2,500	\$500
	\$25,000-\$50,000	\$3,000	\$600
	\$50,000-\$100,000	\$4,000	\$800
	\$100,000-\$200,000	\$6,000	\$1,200
	\$200,000-\$500,000	\$7,500	\$1,500
	\$500,000-\$1,000,000	\$15,000	\$3,000
	\$1,000,000-\$2,000,000	\$30,000	\$6,000
	\$2,000,000 and up **	\$40,000	\$40,000

****PROJECTS OVER \$2,000,000 IN ENGINEER’S ESTIMATE**

The City recognizes the importance of managing cash flow throughout the life of projects, especially those greater than \$2M in “Engineer’s Estimate”. In lieu of the Developer paying all anticipated PW-Inspection Fees in a “Deposit” at the time of permit issuance, the Developer may pay PW-Inspection Fees monthly through the progression of the project. A minimum PW-Inspection Fee “Deposit” of \$40,000 shall be posted prior to start of work. The minimum balance shall not fall below \$40,000 at any time. Monthly statements will be provided showing fees due and account balance.

If you have questions concerning the PW-Inspection Deposit and how it is applicable to projects, please contact Development Review Supervisor, City Hall Permit Center, 928-777-1811.