

CITY OF PRESCOTT
Small Permit/Plan Review Appendices 2018 CODES

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. This information does NOT need to be turned in with plans

CONTENTS:

- SMALL PERMIT/PLAN REVIEW SUBMITTAL CHECKLIST

ADDITIONAL LINKS:

- BUILDING FEES RESIDENTIAL-
 - <http://www.prescott-az.gov/wp-content/uploads/2016/05/2019-IBC-VALUATION-TABLES.v07012019.pdf>
- IMPACT FEE ESTIMATER-
 - <http://www.prescott-az.gov/business-development/building-permits/development-impact-fees/impact-fee-estimator/>
- RESCheck –
 - <https://www.energycodes.gov/rescheck>

CONSTRUCTION PLANS: All Plans should be drawn to scale, minimum 3/32”

Copies of all General Engineering Standards, City and Land Development Codes, and City Plan Review “Checklists” are available on the City’s website at www.prescott-az.gov .

SMALL PERMITS REQUIRE PLAN REVIEW. (check only what applies)

1. Permit Application & Construction Hold Harmless, all forms signed with original signature and all pages initialed at the bottom.
 - a. Arizona Registrar of Contractors Form
 - b. Federal Emergency Management Agency (FEMA) Questionnaire
 - c. State of Arizona Bond Exemption Certificate (on file)
2. Two (2) sets of the 8 ½”X11” Plot Plan (small site plan)
 - a. Show all yardlines, house, driveways, site walls and fences for all work to the exterior of the building. Generator locations etc.
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 .

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4. Window & door replacement:

- a. Two (2) sets of scaled Architectural Floor Plans, of those affected room(s)/ floor level(s) showing rooms – size, use, if room area open to other adjacent rooms, all window & door - locations, sizes, operation (in rooms/ floor level being affected).
 - i. Height of the sills for bedroom windows (interior & exterior) and sizing on window that meets emergency escape/ rescue compliance in bedrooms.
 - ii. Show tempered window locations (ie within 2' of swing of door, all bathroom locations with a sill height less that 5').
 - iii. Exterior finish wall material type (wood siding, stucco, masonry, etc.)
- b. Show tempered window locations (ie within 2' of swing of door, all bathroom glazing locations and shower glazing with a sill height less that 5').
- c. Cut sheet from manufacturer with required u-factor, tempered glazing and each operational window's clear opening sizes
- d. Enlargement of window & door – affecting width of opening (existing & proposed).
 - Header resizing, for bearing walls:
 - i. Header size (existing and proposed).
 - ii. Span, direction of roof/ floor resting on header above window & door and type of roofing/ flooring material.
 - iii. Number of king studs.

Height resizing below window (existing and proposed):

- i. Fill wall construction.
- ii. New sill heights.

4. For New Heating and AC units, new location or new duct work and/or new curbing:

- a. Two (2) sets Manual J, S and D,
- b. Framing and/or engineering for new curbing.
- c. If adding a new unit to roof top or attic space, sealed engineer letter with calculations or truss manufacture's verification letter of roof systems ability to support unit required.

5. For Fireplace replacement or insert gas or wood:

- a. Provide all cutsheets and clearance specifications for the insert or fireplace.
- b. If building a masonry fireplace it will require engineering for footings and lintels.

6. For Firepits, BBQ's or outside kitchens:

- a. Provide site plan showing exterior location of all builtin walls, counters or appliances.
- b. Provide all details for site built firepits or appliances, including: Shut-off location, Regulators (not provided with kits), pipe types, trenching details, tracer wire requirements, ventilation requirements and appliance clearance requirements.

7. For small residential interior remodels(kitchen or bath)(Commercial TI requires full permit):

- a. Floor plan to scale, showing the scope of the remodel area and what is being remodeled.
 - i. Will require notes for the energy codes about insulation.
 - ii. Will require showing any electrical, Mechanical or Plumbing that is being added removed or moved. All new circuits must meet today's codes.
 - iii. If adding fixtures to the house, must provide a revised fixture count sheet.

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8. For Solar plans- Ground mount, Roof mount and Water Heating:
- a. Roof mounted Solar panels Provide two sets of plans to include the following:
 - i. One line drawings for the photovoltaic system. (Single panel – Provide manufacturers specifications).
 - 1. Will require electrical engineers stamp if fully off-grid with battery design and ventilation.
 - ii. All required signage with locations from the 2017 NEC / 2018 IRC.
 - iii. All Manufacturers cut sheets for inverters, panels, switches etc.
 - iv. Roof connection details for how the system attaches to the roof.
 - 1. Existing roof attached to the joist/rafter: Provide stamped Calculations from a licensed structural engineer to verify the panel loading plus the 30lb snow load will not adversely affect the existing roof structure.
 - 2. New roof, provide truss specifications that show the panel loading and the snow loading on the truss calculation drawings.
 - 3. Existing roof attached to blocking or J-hook: provide construction details for connection for the mounting that does not attaché directly to the roof truss, may still require engineering.
 - b. Ground Mounted Solar Panels:
 - i. In addition to the above, ground mounted solar systems will need to provide a site plan with all site plan requirements for property lines, setbacks and easements and locations to any structures.
 - ii. Provide engineering for the footings that meet the 30# snow loading and the 90 mph wind loading.
 - iii. May require grading permits for footings.
 - c. Solar hot water heater:
 - i. Provide manufacturers specifications. Hot water system must have the approval of a recognized testing agency (Example UL) or have an engineer's stamp for design.

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WATER AND WASTEWATER FEES

Existing Meter Size (if applicable): _____ Existing Box/Yoke Size (if applicable): _____

To estimate impact fees for City of Prescott water and wastewater service go to the on-line Impact Fee Estimator located at <http://www.prescott-az.gov/business-development/building-permits/development-impact-fees/impact-fee-estimator/>. An assessor's parcel number is required to use the estimator. For all other questions, call the Public Works Department at 928-777-1269.

1. City of Prescott utility staff shall install meter, box/yoke, water tap, and sewer tap.
2. Right of Way permit may be required for trenching in the City Right of Way.
3. Proof of approved Yavapai County or Chino Valley building permit is required, if outside City Limits.
4. If currently on a well or septic system, proof application for abandonment is required, if tying into city services.
5. Building floor plans are to be submitted for use in filling out the City of Prescott Fixture Count Sheet.

Residential Fixture Tabulation Sheet

Please enter the total number of existing and new fixtures by the type of fixture indicated below. Note: *Bathroom Group may be used when a bathtub/shower, water closet, and lavatory (sink) are in one room.* *Per 2018 International Plumbing Code; Table E103.3(2)

TYPE OF FIXTURE	TOTAL NUMBER OF FIXTURES (INCLUDING EXISTING)		FIXTURE UNITS ASSESSED *		TOTAL NUMBER OF FIXTURE UNITS
Bathroom Group <small>(flush tank)</small>		X	3.6	=	
Bathroom Group <small>(flushometer valve)</small>		X	8.0	=	
Bathtub		X	1.4	=	
Bidet		X	2.0	=	
Dishwashing Machine		X	1.4	=	
Kitchen Sink/Bar Sink		X	1.4	=	
Laundry Trays <small>(1 to 3)</small>		X	1.4	=	
Lavatory <small>(bathroom sink)</small>		X	0.7	=	
Shower <small>(Stand alone)</small>		X	1.4	=	
Washing Machine <small>(8lb)</small>		X	1.4	=	
Water Closet <small>(flush tank)</small>		X	2.2	=	
Water Closet <small>(flushometer valve)</small>		X	6.0	=	
Water Closet <small>(flushometer tank)</small>		X	2.0	=	
TOTAL NUMBER OF FIXTURES				=	