



CITY OF PRESCOTT  
COMMUNITY DEVELOPMENT DEPARTMENT  
201 S. Cortez Street, Prescott, AZ 86303

---

### GENERAL SUBMITTAL CHECKLIST

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:

- **ACCESSORY STRUCTURE – MULTIFAMILY LESS THAN 200 SF PERMIT SUBMITTAL CHECKLIST**

#### **CONSTRUCTION PLANS: All plans should be drawn to scale, minimum 3/32” or 1:20**

*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.prescott-az.gov](http://www.prescott-az.gov). Hard copies of the Plan Review “Checklists” will be made available upon request.*

1.  One (1) electronic copy of all submittal items in .pdf format.
2.  Architectural Plans:
  - a. Floor Plan: Including use and square footage for all storage, decks, patios and garages.
  - b. Foundation Plan: With footing sizing, retaining wall engineering if over 2’, point load sizing, and details.
  - c. Provide a list of all Deferred submittal Items: (ie: Fire sprinklers and alarm plans)
3.  ONLY IF HEATED: Passing RESCheck <https://www.energycodes.gov/rescheck> **or** COMMCheck <https://www.energycodes.gov/comcheck> form, check list and panel certification ([www.energycodes.gov](http://www.energycodes.gov)).
4.  Site/Civil Plans
  - a. North arrow and scale (1”=10’ or 1”=20’ scale preferred).
  - b. Show, label, and dimension all parcel lines, easements, and setbacks.
  - c. Provide structure height.
  - d. Provide lot coverage information, such as existing and proposed structure square footages vs. parcel size.
  - e. Existing and proposed contours at 1’ or 2’ intervals.
  - f. Grading quantities (cut and fill in cubic yards).
  - g. Drainage and Slope Management (permanent and temporary).

**Accessory Structure – Multifamily Less than 200 SF Building Permits - 2018 CODES**

---

- h. Label and dimension the locations of all existing and proposed site/retaining fence/walls. Show the finish grade elevations at base and top of wall at start, end, direction change, and elevation change (steps) locations.
5.  IF UTILITIES to be installed, then:
- a. Locations of all utilities (existing and proposed) from main line connection points to structure with all required items per City of Prescott or Quad City Standard details.
6.  If a Fire Sprinkler System is required, Fire Sprinkler Plans
- a. Prepared and sealed by an Arizona registrant, with appropriate NICET level for design.
  - b. Installed per the 2012 International Fire Code, as amended by City of Prescott, NFPA 13 and other national standards that may apply.