



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 OVER 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. **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. 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. Floor Plan: Including use and square footage of all rooms, decks, patios and garages. Include window and door sizing.
 - d. Foundation Plan: With footing sizing, retaining wall engineering if over 2’, point load sizing, and details.
 - e. Elevation Plan: All four (4) sides, including existing and proposed grades, and how to get from new to existing.
 - f. Electrical Plan: With arc-fault notes, smoke detectors, carbon monoxide detectors, and GFCI outlets labeled. All system with an 800amp main panel and greater must be stamped by an electrical engineer.
 - g. Mechanical floor plan with all equipment sizing, duct location, smoke or fire damper locations, must provide all IECC requirements after January 1, 2017.
 - h. Plumbing Plan: With BTU’s at all gas appliances; combustion air calculation, and appliance cut sheets. With fixture count and description and plumbing calculations.
 - i. Provide a photometric plan and all light fixtures for all site lighting on the buildings and in the parking areas.

- j. Provide a list of all Deferred submittal Items: (ie: Fire sprinklers and alarm plans)
- 3. All applicable calculations and reports to accompany Architectural plans.
 - a. Manufacturer’s truss specifications.
 - b. Provide a complete list of IECC prescriptive requirements with proposed requirements and a passing COMMCheck (<https://www.energycodes.gov/comcheck>) or RESCheck (<https://www.energycodes.gov/rescheck>) for all Multifamily buildings that have heated areas.
 - c. ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) sizing requirements.
- 4. Site/Civil Plans
 - a. North arrow and scale (1”=10’ or 1”=20’ scale preferred).
 - b. Property information and parcel number.
 - c. Contact/drafter information (Applicant, Owner, Engineer, Architect, Contractor).
 - d. City of Prescott or Quad City General Engineering standard details (referenced, copied, or attached).
 - e. Show, label, and dimension all parcel lines, easements, and setbacks.
 - f. Provide structure height.
 - g. Provide lot coverage information, such as existing and proposed structure square footages vs. parcel size.
 - h. 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.
 - i. Existing and proposed contours at 1’ or 2’ intervals.
 - j. Grading quantities (cut and fill in cubic yards).
 - k. Drainage and Slope Management (permanent and temporary).
 - l. 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.
 - m. Off-site Improvements (Additional separate permits may be required; PW-Inspection deposits may be required).
- 5. Engineer Specifications and reports including (if applicable); drainage, soils, and structural. Soils report or engineering for foundation. These must include Architect or Engineer’s signed and dated seal.
- 6. All applicable calculations and reports to accompany Architectural plans
- 7. 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.