



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

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**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:**

- **COMMERCIAL - NEW SITE BUILT BUILDING 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.  Copy of the Pre-Application Letter.
2.  One (1) electronic copy of all submittal items (in .pdf format).
3.  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. Structural plans including foundation, trusses, roof, and shear walls.
  - d. Plumbing floor plans with fixture count and description and plumbing calculations.
  - e. 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 and greater must be stamped by an electrical engineer.
  - f. Provide a photometric plan and all light fixtures for all site lighting on the buildings and in the parking areas.
  - g. Mechanical floor plan with all equipment sizing, duct location, smoke or fire damper locations, must provide all IECC requirements.
  - h. Provide a list of all Deferred submittal Items: (ie: Fire sprinklers and alarm plans)
4.  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 COMMChek (<https://www.energycodes.gov/comcheck>) for all Commercial buildings that have heated areas.
  - c. ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) sizing requirements.
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.
  - 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.  Site/Civil Plans (**Please note:** At the approval of the plans we may require electronic a submittal of the final .dwg files before issuance of any projects that include the construction of utility main lines or drainage structures.)
- 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. Provide structure height.
  - g. Provide lot coverage information, such as existing and proposed structure square footages vs. parcel size.
  - h. Design and Revision box (Date the plans are prepared or revised)
  - i. Engineer's firm, address and phone number in block provided. Self-adhesive label is not acceptable.
  - j. Architect or Engineer's, seal, signature, date and stamps expiration.
  - k. City Approval Signature block for the City Engineer and Utilities Manager.
  - l. 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.
  - m. 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.
7.  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 (if disturbing soil over 1acre), 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.  Civil Engineer's Construction Cost Estimate (per General Engineering Standards 1.4.3) for any grading, public infrastructure, or private firelines.
- 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.
9.  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.