



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.

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.*

One (1) electronic copy of all submittal items in .pdf format.

Accessory Structure:

1. Site Plan:
 - i. Show, label, and dimension all parcel lines.
 - ii. Show and label all existing structures on the property. Identify which structures are going to be demolished.
2. National Emission Standard for Hazardous Air Pollutants (NESHAP) Report (Commercial only)

Single Family Residential or Duplex Structure:

1. Site Plan:
 - i. Show, label, and dimension all parcel lines.
 - ii. Show and label all existing structures on the property. Identify which structures are going to be demolished.
 - iii. Show and label all existing utility lines (water, sewer, gas, electric, cable) to the building(s) and note if they are to remain or be removed.
2. For partial demolition of interior or building provide floor plan showing extent or scope of demo.

Commercial Structure or Multifamily (tri-plex or above) structure:

1. Site Plan:
 - iv. Show, label, and dimension all parcel lines.
 - v. Show and label all existing structures on the property. Identify which structures are going to be demolished.
 - vi. Show and label all existing utility lines (water, sewer, gas, electric, cable) to the building(s) and note if they are to remain or be removed.
2. For partial demolition of interior or building provide floor plan showing extent or scope of demo.
3. National Emission Standard for Hazardous Air Pollutants (NESHAP) Report