



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:

- SMALL ELECTRICAL PERMIT APPLICATION SUBMITTAL CHECKLIST

APPLIES TO:

- ADDING CIRCUITS OR OUTLETS
- ELECTRICAL REPAIRS OR REPLACEMENTS
- GENERATOR PLACEMENT
- NEW SERVICE ENTRANCES OR UPGRADES
- NEW ELECTRIC METERS AND ELECTRIC PEDISTALS
- SOLAR PLANEL INSTALL

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. *(This applies to all submittal types on this checklist)*

When adding circuits or outlets:

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. Circuit amperage, gfci and afci requirements.
 - c. Appliance requirements for all specialized equipment IE spas, pumps, and etc

For Electrical repairs or replacements:

1. Electrical Schematic/Floor Plan
 - a. Show locations of existing circuits or outlets and the locations of the repair or replacement.

For Generator placement:

1. Circuit diagrams for all required circuits, interconnections, and breakers.
2. Floor Plan/Site Plan
 - a. Show location of new or existing generator.
 - b. Provide all manufacturers clearance documents from the generator, house

For New Service Entrances or Upgrades up to 200 AMPS:

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. One line diagram for ses and sub panel including wire size
 - c. Location of subpanel, breaker size, grounding and bonding method
2. Method of protection or cable type

For New Service Entrances or Upgrades from 200 to 600 AMPS or 3200 sf:

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. One line diagram for ses and sub panel including wire size
 - c. Location of subpanel, breaker size, grounding and bonding method
2. Method of protection or cable type
3. Full panel and load schedule for all new and existing.

For New Service Entrances or Upgrades over 600 AMPS:

1. Engineered stamped Electrical Schematic/Floor Plan, load schedules, panel schedules, one line diagrams etc.

For New Electric meters

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. One line diagram for ses and sub panel including wire size
 - c. Location of subpanel, breaker size, grounding and bonding method
2. Method of protection or cable type

For Solar plans - Ground mount, Roof mount and Water Heating:

Roof mounted Solar panels Provide plans to include the following:

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. One line diagram for ses and sub panel including wire size
 - c. Location of subpanel, breaker size, grounding and bonding method
2. Method of protection or cable type
3. ELECTRIC Company application or approval number.

Ground Mounted Solar Panels:

1. Electrical Schematic/Floor Plan
 - a. Show locations of new and existing circuits or outlets.
 - b. One line diagram for ses and sub panel including wire size
 - c. Location of subpanel, breaker size, grounding and bonding method
2. Method of protection or cable type
3. ELECTRIC Company application or approval number.
4. Site plan with all site plan requirements for property lines, setbacks and easements and locations to any structures.
5. Provide engineering for the footings that meet the 30# snow loading and the 90 mph wind loading.
 - a. May require grading permits for footings.

Solar hot water heater:

1. 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.