



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 MECHANICAL PERMIT APPLICATION SUBMITTAL CHECKLIST

APPLIES TO:

- HVAC SYSTEM REPLACEMENT OR INSTALLATION
- EXHAUST FANS
- FIRE PLACES
- FIRE PITS, BBQS, OR OUTSIDE KITCHENS

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)

For New Heating and AC units, new location or new duct work and/or new curbing:

1. Manual J, S and D.
2. Framing and/or engineering for new curbing.
3. If adding a new unit to roof top or attic space, sealed engineer letter with calculations or truss manufacture’s verification letter of roof systems ability to support unit required.
4. RESCheck <https://www.energycodes.gov/rescheck> for all new mechanical units.

For Replacing Heating and AC units, Same for Same: Is defined as a system replacement that is with-in the original appliance’s permitted unit design, BTU’s, location, duct system and fuel type. New unit must maintain the efficiency level of the current appliance

1. Provide documentation of the old unit’s design, and the new unit specs for comparison.

For Fireplace replacement or insert gas or wood:

1. Provide all cutsheets and clearance specifications for the insert or fireplace.
2. If building a masonry fireplace it will require engineering for footings and lintels.

For Firepits, BBQ's or outside kitchens:

1. Provide site plan showing exterior location of all firepits, builtin walls, counters or appliances.
 - i. Show all grading and drainage design (if applicable).
2. Provide all details for site built firepits or appliances, including: Shut-off location, Regulators (not provided with kits), pipe types, trenching details, tracer wire requirements, ventilation requirements and appliance clearance requirements.

For New or Replacement of Exhaust Fans, Mechanical unit location or new duct work

1. Framing and/or engineering for new curbing.
2. If adding a new unit to roof top or attic space, sealed engineer letter with calculations or truss manufacture's verification letter of roof systems ability to support unit required.
3. For Residential, specify damper method
4. For Commercial, provide calculations for hoods or other equipment used in exhaust