



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:**

- **MODEL PLAN - COMMERCIAL 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.  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. 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)
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>) for all Commercial buildings that have heated areas.

- c. ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) sizing requirements.
  - d. Provide all reference ESR reports in their entirety.
4.  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.