



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 – RESIDENTIAL 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. Floor Plan: Including use and square footage of all rooms, decks, patios and garages. Include window and door sizing.
  - b. Floor/Deck Framing Plan: All levels with all beam sizing, joist size and spacing, post size and connection details.
  - c. Foundation Plan: With footing sizing, retaining wall engineering if over 2’, point load sizing, and details.
  - d. Roof Framing Plan: With all headers, trusses, rafter and ceiling joist sizing and uplift connections.
  - e. Full Cross Section Plan: With plate to plate elevations and window heights.
  - f. Elevation Plan: All four (4) sides, including existing and proposed grades, and how to get from new to existing.
  - g. Electrical Plan: With arc-fault notes, smoke detectors, carbon monoxide detectors, and GFCI outlets labeled.
  - h. Plumbing Plan: With BTU’s at all gas appliances; combustion air calculation, and appliance cut sheets.
3.  All applicable calculations and reports to accompany Architectural plans.
  - a. Manufacturer’s truss specifications.
  - b. Passing ResCheck (<https://www.energycodes.gov/rescheck>) form, check list and panel certification.
  - c. Manual J, S and D, (minimum one sheet that shows it meets ACCA sizing.)
  - d. Provide all reference ESR reports in their entirety.