



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 PLUMBING PERMIT APPLICATION SUBMITTAL CHECKLIST

#### APPLIES TO:

- REPAIR OR REPLACE EXISTING GAS YARDLINE
- NEW GAS YARDLINE OR METER (NEW GAS CONNECTION)
- NEW GAS APPLIANCE
- REPAIR OR REPLACE EXISING WATER OR SEWER YARDLINE
- INTERIOR PLUMBING – REPAIR OR REPLACE
- WATER HEATER – NEW OR REPLACE WITH DIFFERENT FUEL TYPE
- WATER HEATER – REPLACE LIKE-FOR-LIKE

#### 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.*

One (1) electronic copy of all submittal items in .pdf format. *(This applies to all submittal types on this checklist)*

#### Repair or Replace Existing Gas Yardline

1.  Site Plan
  - a. North arrow and scale (1”=10’ or 1”=20’ scale preferred).
  - b. Show, label, and dimension all parcel lines, easements, and setbacks.
  - c. Show gas yardline location to gas company meter or propane tank, existing and proposed.

- d. Show meter/propane tank location, existing and proposed.
  - i. Provide separation dimension from house to tank and tank to tank if morer than 1 tank is being set.
- e. Show pressure relief location and horizontal distances to windows, ignition sources (IE fire pits, AC Units, and below grade openings), and intake or exhaust vent locations.
- f. Provide capacity of tank
- g. Show required dialectric union and house side shut off.
- h. If the yardline work will extend beyond the property line and into the City Right-of-Way a separate permit will be required.

**New Gas Yardline**

1.  Site Plans

- a. North arrow and scale (1"=10' or 1"=20' scale preferred).
- b. Show, label, and dimension all parcel lines, easements, and setbacks.
- c. Show gas yardline location to gas company meter or propane tank
- d. Show meter/propane tank location.
  - i. Provide separation dimension from house to tank and tank to tank if morer than 1 tank is being set.
- e. Show pressure relief location and horizontal distances to windows, ignition sources (IE fire pits, AC Units, and below grade openings), and intake or exhaust vent locations.
- f. Provide capacity of tank
- g. Show required dialectric union and house side shut off.
- h. If the yardline work will extend beyond the property line and into the City Right-of-Way a separate permit will be required.

**New Gas Appliance**

- 1.  Plumbing Plan: Include location new gas appliance
  - a. BTU's at all gas appliances; combustion air calculation, and appliance cut sheets.
  - b. Shut-off location, Regulators (not provided with kits), pipe types, trenching details, tracer wire requirements, ventilation requirements and appliance clearance requirements.

**Water Heater Change of Fuel Type**

- 1.  Floor plan showing location of unit, and location and sizing of new fuel/electric lines, shutoff/disconnects and breakers.
- 2.  Panel schedule required for new electrical

**Water Heater Like-for-Like replacement**

1.  No supporting documents to submit. Permit is required.

**Repair or Replace Water or Sewer Yardline (not for new connections)**

1.  Site Plans
  - a. North arrow and scale (1"=10' or 1"=20' scale preferred).
  - b. Show, label, and dimension all parcel lines, easements, and setbacks.
  - c. Water - Show and label the locations of the water meter box/yoke, yard line (from the meter to the structure), shut off valve, and pressure regulator per the COP Std. Detail 316P.
    - i. Please note if the box/yoke is existing or proposed
  - d. Sewer - Show and label the locations of the stub out (from main line tap), yard line (from the structure to the stub out), clean out, and backwater valve per the COP Std. Detail 440P-3.
    - i. Please note if the sewer stub is existing or proposed.
  - e. If the yardline work will extend beyond the property line and into the City Right-of-Way a separate permit will be required.

**Interior Plumbing Repair or Replace**

1.  Plumbing Plan: Include location of water, sewer, gas to be repaired/replaced
  - a. BTU's at all gas appliances; combustion air calculation, and appliance cut sheets.
  - b. Provide piping material type(s) for water, gas, sewer