



**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:**

- REROOF PERMIT 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.  If structural repair is required, provide engineering calculations to meet 30lbs. snowload
3.  If adding a second layer of different type roofing material or a second layer of structural decking, provide engineering calculations to meet 30lbs. snowload and additional roof load.
4.  If the property is in a historic district, provide material cut sheets of the roofing product. Please note that physical samples may be requested.