



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:**

- RESIDENTIAL – NEW SINGLE FAMILY BUILDING 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.  Vegetation Management plans if in the UWIC area.
  - a. Fire Hazard Severity Form, in addition to the Vegetation Management plan, if intending to use Class B material for decks.
3.  If a Fire Sprinkler System is required, Fire Sprinkler Plans.
  - a. Prepared and sealed by an Arizona registrant, with appropriate NICET level for design.
  - b. Installed per the 2012 International Fire Code, as amended by City of Prescott, NFPA 13 and other national standards that may apply.
4.  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.

## Residential – New Single Family Building Permits - 2018 CODES

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- 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.
5.  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.)
6.  Site/Civil Plans
- a. North arrow and scale (1"=10' or 1"=20' scale preferred).
  - b. Property information and parcel number.
  - c. Contact/drafter information (Applicant, Owner, Engineer, Architect, Contractor).
  - d. City of Prescott or Quad City General Engineering standard details (referenced, copied, or attached).
  - e. Show, label, and dimension all parcel lines, easements, and setbacks.
  - f. Provide structure height.
  - g. Provide lot coverage information, such as existing and proposed structure square footages vs. parcel size.
  - h. Locations of all utilities (existing and proposed) from main line connection points to structure with all required items per City of Prescott or Quad City Standard details.
  - i. Existing and proposed contours at 1' or 2' intervals.
  - j. Grading quantities (cut and fill in cubic yards).
  - k. Drainage and Slope Management (permanent and temporary).
  - l. Label and dimension the locations of all existing and proposed site/retaining fence/walls. Show the finish grade elevations at base and top of wall at start, end, direction change, and elevation change (steps) locations.
  - m. Off-site Improvements (Additional separate permits may be required; PW-Inspection deposits may be required)
7.  Engineer Specifications and reports including (if applicable); drainage, soils, and structural. Soils report or engineering for foundation. These must include Architect or Engineer's signed and dated seal.