



**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:

- SINGLE FAMILY RESIDENTIAL AND DUPLEXES – REMODEL 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. 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. Provide notes for all existing and new items; provide a demo plan if necessary.
 - b. Floor/Deck Framing Plan: Existing All levels with all beam sizing, joist size and spacing, post size and connection details, provide what is being repaired or replaced, if in Urban Wildland Interface must provide Heavy Timber or fire treated lumber and fire rated decking for all replaced items.
 - c. Electrical Plan: With arc-fault notes, smoke detectors, carbon monoxide detectors, and GFCI outlets labeled. Specify existing or new if adding circuits: must provide panel schedule and load calculations, for existing and new.

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- d. Plumbing Plan: With BTU's at all gas appliances; combustion air calculation, and appliance cut sheets, piping type and lengths.
- 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.
- 8. Window & door replacement:
 - a. Scaled Architectural Floor Plans, of those affected room(s)/ floor level(s) showing rooms – size, use, if room area open to other adjacent rooms, all window & door - locations, sizes, operation (in rooms/ floor level being affected).

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- i. Height of the sills for bedroom windows (interior & exterior) and sizing on window that meets emergency escape/ rescue compliance in bedrooms.
 - ii. Provide Light (8%) and ventilation (4%) calculation for each space.
 - iii. Exterior finish wall material type (wood siding, stucco, masonry, etc.)
- b. Show tempered window locations (ie within 2' of swing of door, all bathroom glazing locations and shower glazing with a sill height less than 5').
- c. Cut sheet from manufacturer with required u-factor, tempered glazing and each operational window's clear opening sizes
- d. Enlargement of window & door – affecting width of opening (existing & proposed).
- e. Header resizing, for bearing walls:
 - i. Header size (existing and proposed).
 - ii. Span, direction of roof/ floor resting on header above window & door and type of roofing/ flooring material.
 - iii. Number of king studs.
- f. Height resizing below window (existing and proposed):
 - i. Fill wall construction.
 - ii. New sill heights.