

Submittal Checklist



Engineering and Development Services 14455 W. Van Buren St, Bldg D, Goodyear, AZ 85338 (623) 932-3004, Opt .2

Residential – Custom Home

This checklist has been provided to assist the applicant in assembling documentation needed for a complete submittal. All plans shall be clear and readable, drawn to scale (1/4" per Ft preferred), landscape orientation, and on appropriate size paper as indicated below. Only complete submittals will be accepted for plan review. Please contact Engineering and Development Services with questions regarding the required materials.

- Completed Building Permit Application – Digital signatures will not be accepted
- Two Sets of Construction Plans Rolled separately (24"X36") drawn to 1/4" scale, including:
 - Cover Sheet
 - Current Codes
 - Sheet Index that matches the plan sheets provided
 - Project Name
 - Project Address
 - Building area and construction type
 - Site Plan
 - Property Dimensions
 - Setbacks to all Property Lines
 - Finished Floor Elevation
 - Lot Coverage (All areas under roof)
 - Label Adjacent Streets
 - Driveway Dimensions Measured to Sidewalk and Side Property Line(s)
 - Foundation Plan
 - Floor Plan with Dimensions and Labeled rooms
 - Roof Plan
 - Framing Plan
 - Elevations (All sides) including:
 - Material and Color
 - Dimensions from grade:
 - Finished floor height
 - Header height
 - Plate height
 - Roof height (To peak or top of parapet)

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- Electrical Plan including:
 - A one-line diagram
 - Load calculations
 - Panel Schedule
 - Fixture/Receptacle layout
- Mechanical Plan including:
 - Manual ACCA J, D, and S calculations
 - Chapter 11 and 15 requirements of the 2012 IRC
 - Duct layout including size, insulation R value, supply register sizes, and CFM
- Plumbing Plan
 - Fixture calculations (Supply and drainage)
 - Isometric
 - Water meter and main size
 - Gas isometric and appliance BTU's
 - Hydraulic calcs and water meter size
- Cross Sections and Details
- Architectural, Foundation, and Framing Details
- Fire Sprinkler Plan – Required for 5,000 sf or greater (May be submitted at a later date)
- Special Inspection Certificate with Resumes (When applicable)
- ANSI Square Footage Certification
- Two copies of a Soils Report – Required when foundation design exceeds 1500 psf
- Two copies of Structural Calculations (Engineered Plans only)
- Two copies of Engineered Truss Calcs or Truss waiver (Engineered construction plans only)
- Other: _____
- Completed Application Checklist (This form)
- Fees: \$35.00