CITY OF TEMPE

Administrative Completeness Review Checklist

Residential Building Permit Project
Building Safety

NOTICE OF DEFICIENCIES

It is highly advised that the design professional utilize this checklist to perform their own administrative completeness review of the documents and plans prior to submittal to the City. Project Name: ____ Project Address: Project DS/PC Number: DS PC Description of Work: NOTICE OF DEFICIENCIES City Plan Reviewer: ______ Date: ____/______ Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the plan sheet number where information may be found OR indicate why you believe that it does not apply on this project. Do not cloud/delta changes made to plan sheets for this completeness review. CHECK OFF ALL SUBMITTED ITEMS - STRIKE THROUGH NON-APPLICABLE ITEMS **GENERAL** Application □ Fees PROJECT DATA **Project Description:** □ New Building □ Addition/Alteration Demolition

☐ Miscellaneous Work – demolition, pool, solar, mechanical, electrical, plumbing etc.

□ Special Inspections Form

Address of the project Legal description of the property	Projec	t Location:
Property Owner Information: Owner's Name Owner's Mailing Address Contact Person Phone Number Email Address Applicant Information: Applicant's Name Applicant's Mailing Address Contact Person Phone Number Email Address Contact Person Phone Number Email Address Contractor Information – FYI Not required for plan review but required for Permit Issuance - Use City Form "Contractor Affidiavir" Required for plan review but required for Permit Issuance - Use City Form "Contractor Affidiavir" Required for most projects by Arizona State Law Contractor's Name Contractor's Mailing Address Phone Number Email Address Contractor Emailing Address Contractor License Number Email Address Contractor License Number City Privilege Tax Number City Privilege Tax Number CONSTRUCTION PLANS GENERAL All submittals for building permits must be: drawn to scale, legible, and contain enough information to show compliance with all applicable codes and ordinances It is preferred that plans for residential buildings be a minimum of 24" X 36" in size. Plan sheets shall be uniformly sized throughout the plan set. SITE PLAN Sealed by an architect or other design professional registered in the State of Arizona Address of the project Size and shape of the lot Property lines with dimensions All existing and proposed buildings/structures Dimensions between the buildings/structures and the property lines		Address of the project
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□ Vicinity Map/Arial	_	

	Streets and alleys Indicate the North direction Parking spaces per Zoning & Development Code Section 4-602 Electric service entrance section(s) and gas meter location
	TECTURAL PLANS
ARCHI	TECTURAL FLANS
Comple	ete architectural floor plans, elevations plans, and roof plans
	Sealed by an architect or other design professional registered in the State of Arizona
Genera	Il Code Data required on architectural plans usually the cover sheet
	Design Codes
	Occupancy Classification
	Type of Construction
	Fire Sprinkler Y or N (Required on new buildings or additions of >5000 sq. ft.)
	Square footage: Total and for each building
	Building height
	Number of stories (multi-story building only)
	Maximum lot coverage calculation - Zoning & Development Code Table 4-202A
	Deferred Submittal Items (Requires an architect or engineering on the project)
nforma	ation Required on Plans
	Complete floor layout with use of each room
	Demolition plan
	Wall schedule for demolished, new, existing, bearing/non-bearing walls
	Dimensions of buildings, rooms, hallways, doors, etc.
	Energy code requirements for the building envelope – IRC Chapter 11 or IECC Chapter 4
	Fire rated assemblies including listing details
	Protection of Openings – Through and Membrane Penetrations
	Construction and standard details keyed to plan sheets
	Building elevations-four sides
	Building cross-sections
	General architectural details
	Typical Wall Construction Details including top and bottom connection details
	Window schedule, door schedule and hardware schedule (include U-factor & SHGC)
	Floor/wall finish schedule
	Attic ventilation calculations, ventilation methods/materials and details
	,
MECH	ANICAL PLAN
	Sealed by an mechanical engineer or other design professional registered in the State of
	Arizona
	Mechanical floor plans
	Mechanical energy conservation code compliance - IRC Chapter 11 or IECC Chapter 4 and Manual J
	Layout of ductwork, A/C units, air-handlers, diffusers, etc. – Design per Manual D
	HVAC or other mechanical equipment listings, specifications and weights
	Outside ventilation air calculations
	Air-halance schedule

	Combustion-air openings sizes and locations
PLUME	BING PLAN
	Sealed by a registered mechanical engineer or other design professional registered in the State of Arizona Symbol schedule of all symbols and abbreviations used On-site water & sewer plans Complete Plumbing floor plan Plumbing demolition plan Service water heating energy conservation compliance Plumbing fixture specifications Drain, waste, and vent sizing with isometrics Water service pipe and isometrics Water meter sizing calculations Gas meter location Floor/roof plan with appliance types and locations Gas pipe sizing and lengths with isometrics Pressure Regulators including locations – LPG or Medium pressure Appliance locations with Btu/hr input ratings Total developed length of piping system Gas pipe materials, locations, pipe support method and spacing Gas appliance venting and combustion air
ELECT	RICAL DRAWINGS
	Sealed by electrical engineer or other design professional registered in the State of Arizona Symbol schedule of all symbols and abbreviations used Complete electrical site plan with utility transformer(s), SES(s), exterior lighting, and wiring. System voltage, phase configuration Subpanels and feeders with conductor sizes and types Ampere rating of all overcurrent devices Grounding details Power floor plan showing receptacles, switches, outlets, etc. Location of all electrical equipment including SES, panels, transformers etc. Panel Schedules Load calculations for the SES and all panels Energy code compliance - IRC Chapter 11 or IECC Chapter 4

STRUCTURAL PLANS

	Sealed by either a structural or civil engineer registered in the State of Arizona
Genera	al
	Design Live/Dead Loads
	Wind Design Data
	Seismic Design Data
	Special Loads
	Deferred Submittal Items (Requires an architect or engineering on the project)
	Special Inspection and Structural Observation requirements
	Material Specifications Geotechnical Information, Soils Class, Allowable Bearing Pressure
	General structural details, and connection details
	Two copies of Structural calculations that includes vertical and lateral structural analysis and
	sealed by the structural engineer of record
	Special Inspection Certificate (Complete Parts A, B & C of Special Inspection Certificates - City
	form)
	ation Plan
	Foundation locations and details
	Footing elevations Anchor size and placements
П	Anchor size and placements
Floor F	raming Plan
	Framing floor layout with type and member sizes
	Sections
	Shear wall transfer locations & details
Roof F	raming Plan
	Framing roof layout with type and member sizes
	Sections
	Details/Construction Details
	Shear wall transfer locations & details
Wall In	formation and Details
	Sections/Construction Details
	3 · · · · ·
	Header/Lintel sizes & details
ENGIN	EERING PLANS – Required in building plan submittal & as separate submittal
	Sealed by either a civil engineer registered in the State of Arizona
П	Grading & Drainage Plan
	Minor Modification Form

NOTE: Additional drawings may be required depending on the complexity of the project.