City of Tempe P. O. Box 5002 31 East Fifth Street Tempe, AZ 85280 480-350-8341 www.tempe.gov



Community Development Department Building Safety Division

PRE-SUBMITTAL CHECKLIST

Date:	PC	Reviewer:		
See Section(s)			page	for comments.
application fo	eview and Permit fees are calculated permit is accepted. Additional fees accepted. Please call 480-350-8341 op	may be	applicable for the	is submittal depending on
NEW BUIL	.DING:			
	Registrant's seal, signature & dates Structural Calculations Specification Books Photometric Plans/Lighting cut sheets		Civil plans Soils Report Landscape Pla	ns
	Architectur	al plan	sheets	
	Cover/Index Site Plan/Details (include location map) Floor Plan(s) Reflective Ceiling Floor Plan(s) Building Sections Partition type/Details		Code Analysis/ Exiting Plan Roof Plan Exterior Elevati Wall Section(s) Fire-Resistant/s	ons
	Door/Window Schedules Plan Details		Stair Sections/I	
	Structural	plan s	heets	
	General Notes Foundation Plan/Details Roof Plan/Details		Typical Details/ Floor Plan(s) (F	/Schedules Framing/wall)/Details Framing/Details
	Mechanica	ıl plan s	sheets	
	General Specifications Roof Plan	· _	Floor(s) Plans	Schedules/Calculations
	Plumbing	plan sl	heets	
	General Specifications Roof Plan Plbg. Details/Schedules/Calculations		Floor(s) Plans Waste/Vent/Wa	ater/Gas Piping Diagrams
	Electrical	plan sl	heets	
	General Specifications Floor(s) Plans (Lighting) Roof Plan Load/Fault Calculations Panel Schedules		Site Elec. Plan Floor(s) Plans (Riser Diagram/ Elec. Details	

Pre-Submittal Checklist 1 Revised 02/11/10

	as defined by the Maricopa Count City of Tempe NESHAP Acknowle Note: Additional approvals from that route, traffic barricading and	ty Air C edgeme he City	demolished: For demolition activities Quality Department, provide completed ent Form. of Tempe Public Works Dept. such as cial use permit may be required with the
ADDITIONS	demolition work. S/ALTERATIONS:		
	Registrant's seal, signature & dates Structural Calculations Specification Books Photometric Plans/Lighting cut sheets		Civil plans Soils Report Landscape Plans
	Architectura	l nlan s	sheets
	Cover/Index Site Plan/Details (include location map) Floor Plan(s) Reflective Ceiling Floor Plan(s) Building Sections Partition type/Details Door/Window Schedules		Code Analysis/Occupancy Exiting Plan Roof Plan Exterior Elevations Wall Section(s)/Details Fire-Resistant/Sound Transmission Control Construction Assemblies/Details Stair Sections/Details
	Plan Details		Stall Geotions/Details
	Structural plan sheets		
	General Notes Foundation Plan/Details Roof Plan/Details		Typical Details/Schedules Floor Plan(s) (Framing/wall)/Details Enlarged Stair Framing/Details
	Mechanical	plan sł	neets
	General Specifications Roof Plan		Floor(s) Plans Mech. Details/Schedules/Calculations
	Plumbing p	lan sh	
	General Specifications Roof Plan Plbg. Details/Schedules/Calculations		Floor(s) Plans Waste/Vent/Water/Gas Piping Diagrams
	Form. Note: Additional approvals	ed by the city of 1	Site Elec. Plan Floor(s) Plans (Power) Riser Diagram/One-line Elec. Details
TENANT IM	PROVEMENTS:		
	Registrant's seal, signature & dates		

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		Architectural	l plan s	heets
		Cover/Index	<u> </u>	Code Analysis/Occupancy
		Site Plan (building/suite location)		Exiting Plan
		Floor Plan(s)		Reflective Ceiling Floor Plan(s)
		Exterior Elevations		Building Sections
		Wall Section(s)/Details		Partition type/Details
		Fire-Resistant/Sound Transmission		Door/Window Schedules
		Control Construction Assemblies/Details		Stair Sections/Details
ı		Plan Details		Structural Calculations
		Mechanical	nlan sh	neets
		General Specifications		Floor(s) Plans
		Mech. Details/Schedules/Calculations	_	1.661(6) 1.141.6
		Plumbing p	lan she	eets
		General Specifications		Floor(s) Plans
		Waste/Vent/Water/Gas Piping Diagrams	s 🗆	Plbg. Details/Schedules/Calculations
,	_	Electrical p		
		General Specifications		Site Elec. Plan
		Floor(s) Plans (Lighting) Riser Diagram/One-line		Floor(s) Plans (Power) Load/Fault Calculations
		Elec. Details		Panel Schedules
		For renovation activities as define		
	_			empe NESHAP Acknowledgement
NEW S	SINGL	<u>E FAMILY RESIDENCES:</u>		
		Registrant's seal, signature & dates		Civil plans
		Structural Calculations		Soils Report
		Truss Calculations		2 – 81/2" x 11" Plot Plans
		A		L 4 -
	_	Architectural	plan s	
		Cover/Index		Code Analysis/Occupancy
		Site Plan/Details (include location map) Floor Plan(s)		Plan Details Roof Plan
		Partition type/Details		Exterior Elevations
		Building Sections		Wall Section(s)/Details
		Door/Window Schedules		Stair Sections/Details
		Structural p	lan she	eets
		General Notes		Typical Details/Schedules
		Foundation Plan/Details		Floor Plan(s) (Framing)/Details
		Roof Plan/Details		Enlarged Stair Framing/Details
		Structural Calculations		Soils Report
		Mochanical	nlan ch	poots
		Mechanical General Specifications		Floor(s) Plans
		Roof Plan		Mech. Details/Schedules/Calculations
,	_		_	
		Plumbing p	lan she	eets
		General Specifications		Floor(s) Plans
		Roof Plan		Waste/Vent/Water/Gas Piping Diagrams
		Plbg. Details/Schedules/Calculations		

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	Electrical pl	an she	ets	
	General Specifications		Floor(s) Plans	(Lighting)
	Floor(s) Plans (Power)		Roof Plan	
	Riser Diagram/One-line Elec. Details		Load/Fault Cal	
	Elec. Details		Panel Schedul	es
	AL ADDITIONS:			
	Two (2) complete sets of plans			
	Plans should include plot plan, code data sheet, architectural, structural, electrical, plumbing & mechanical plans as applicable for the proposed work.			
	Two (2) extra plot plans for Engineering review (showing onsite lot retention) if determined to be applicable after submittal			
	Two (2) sets of Truss Calculations (if applicable, the plan reviewer will determine applicability)			
	One (1) 8½ X 11 Plot Plan			
RESIDENTIA	AL REMODELS:			
Ш	Two (2) complete sets of plans Plans should include plot plan, code data she mechanical plans as applicable for the propo			al, electrical, plumbing &
RESIDENTIA	AL POOL (Non-standard plan):			
	Two (2) complete sets of plans for the Include structural calculations sealed by the requirements/connections.			osed pool equipment electrical
RESIDENTIA	AL POOL (Non-standard plan) con'	t:		
	Two (2) 8½ X 11 Plot Plans (showing pool location, clearances to existing structures, etc., pool equipment location & electrical requirements/load calculations)			
	Two (2) Site Plans for Engineering rev to be applicable after submittal	riew (Sh	owing revised on	site lot retention) if determined
MEP ONLY:				
	Two (2) complete sets of plans Site pla mechanical plans & calculations as applicabl			complete electrical, plumbing or
	Two (2) complete sets of plans for exterior adding roof mounted A/C units. Architectur plans and calculations may be required for according to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans for exterior adding to the complete sets of plans and calculations may be required for adding the complete sets of plans for exterior adding the complete sets of the complete sets of the complete set of the complete sets of the complete set of the comple	ral plan s	howing how equi	pment is screened. Structural
PHOTOVOL [*]	TAIC SYSTEMS:			
	Site Plan			Equipment location plan
	Panel/Equipment listing/cut sheets			Panel mounting information
	Wind load calculations – panel/attachme			One-line diagram Electrical calculations
Ш	Structural evaluation/calculations of exis roof & for added loads	ung	Ц	Electrical calculations
	Roof plan Show details for array location including distance/clearance from array			
SOLAR WAT	ER HEATING SYSTEM:			
	Site Plan			
	Equipment location plan			
	Roof plan Show details for array location including distance/clearance from array			

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	Piping plan showing temperature limiting device, relief valves, isolation valves,
	Structural evaluation/calculations of existing roof & for added loads
	Wind load calculations – panel/attachments
	Panel/Equipment listing/cut sheets
	Panel mounting information
	Backflow information
	Open System – NSF 61 listing information for all components
FACTORY B	UILT MODULAR BUILDINGS (On-Site Permit):
	Two (2) complete sets of plans with the approval of from the Office of Manufactured Housing - State of Arizona Department of Fire, Building and Life Safety
	Two (2) complete sets of additional plans consisting of a site plan (include location map), electrical service/source plan, site lighting/photometric plan, landscaping plan, parking summary, exit stair/ramp plan including structural calculations and plans for connections to sewer and water service when not connecting to city mains as applicable for the proposed work. When connecting to city mains, include civil plans for underground fire line, sewer and water services connections. Additionally, three (3) sets of civil plans shall be submitted separately for engineering plan review.
PERMITS BA	ASED on an APPROVED STANDARD PLANS for Parking Canopies or Homes:
	Two (2) 81/2 X 11 Plot Plans (Standard Home) show building footprint & setbacks
	Two (2) copies of the approved standard plan (Parking Canopies)
	Two (2) sets of electrical plans (Parking Canopies) showing electrical lighting source, new loads and how they affect the existing electrical service, conductor/conduit size & existing site lighting around proposed canopies
	Two (2) Site Plans (Parking Canopies) (include location map) show locations & dimensions to existing landscape islands, existing lighting, existing structures, other parking canopies and property lines
OTHER (Wo	rk that does not fit into any of the above categories, i.e., monopoles for
communication	on sites, retaining walls, shade structures, Public/Semi-Public Pools, etc:
	Two (2) complete sets of plans; Plans should include site plan (include location map), code data sheet, architectural, structural calculations, electrical, plumbing, mechanical, photometric & landscaping plans as applicable for the proposed work.

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Registered Design Professional Required

Plans and other design and construction documents submitted to the Development Services Department for projects requiring a building permit shall be stamped (sealed), signed and dated by a registered design professional¹. **Exceptions:** Plans and construction documents for the following types of projects are generally not required to be designed and sealed by a registered design professional:

- Detached single-family dwelling, duplex or townhome (New, remodel or addition to) complying with all
 of the following:
 - The use and construction conforms to the prescriptive requirements of the IRC⁴,
 - Any structural design, calculations and details demonstrate conformance with accepted engineering practices for any non-prescriptive construction and
 - Trusses and other engineered structural components are designed by an engineer registered in Arizona
- 2. **Commercial**⁷ **New Construction** complying with all of the following:
 - Building is a maximum of 2 stories and 30 feet in height above grade,
 - Building area measured at the outside surface of exterior walls is 3,000 square feet or less,
 - Design occupant load is 20 persons or less as defined in the IBC³, and
 - Structural members span 20 feet⁶ or less

3. Commercial⁷ – Additions and Alterations:

 Additions and alterations are subject to the same limitations as noted above for New Construction, except the area limit may be exceeded by a one-time addition having a gross floor area of 1,500 square feet or less (measured at the outside surface of exterior walls), and intended for storage use only

4. Commercial⁷ – Tenant Improvements:

- Construction of walls or reconfiguration of spaces within the same existing occupancy classification limited to Group A, B, E, F, M, R, S or U as defined in the IBC³,
- Changes of occupancy group within the same or to a lesser hazard category than the current use, as
 defined in the IBC³ or IEBC⁵,
- Changes to fire-rated construction or to the number of exits from the space that are not required by the IBC³
- Changes in designed occupant load within an existing occupancy group (no increase < 100 occupants)

5. Residential or Commercial – Miscellaneous:

- Freestanding walls, fences or combination thereof, not exceeding 6'-0" in height above adjacent grade
- Retaining walls which are not over 4'-0" in height measured from the bottom of the footing to top of the
 wall, provided the wall is not supporting a surcharge or impounding Class I, II or III-A liquids
- Electrical design and installation of service equipment, distribution panels and sub-panels where:
 - Not a series-rated designed system, or
 - 300 Amperes or less for 120/240 volts, single phase circuits, and fault current is 10,000 AIC or less, or
 - 225 Amperes or less for 120/208 volts, 3 phase circuits, and fault current is 10,000 AIC or less or
 - o Not serving a hazardous occupancy or location as defined in the NEC² or IBC³, or
 - Not serving a hospital or other health care facility having surgical operating rooms

The Building Official is authorized to require that plans be prepared by a registered design professional for a project, or waive the requirement, when warranted by the scope of the work proposed.

Footnotes:

- Registered Design Professional: Architect, Engineer or other professional discipline registered or licensed to practice in the State of Arizona, and performing professional services within the scope of their registration or license.
- 2. NEC: National Electrical Code as amended by the City of Tempe.
- 3. IBC: International Building Code as amended by the City of Tempe.
- 4. IRC: International Residential Code as amended by the City of Tempe.5. IEBC: International Existing Building Code as amended by the City of Tempe.
- 6. A span greater than 20 feet is permissible where the structural member and those structural elements necessary to carry the design loads down to and including the foundation, are designed by a registered design professional.
- 7. Commercial buildings exclude detached single-family dwellings, duplexes and townhomes as described in Exception #1.