SUBMITTAL REQUIREMENTS FOR COMMERCIAL/MULTI-FAMILY STRUCTURES


All commercial plans may be subject to a Preliminary Code Review meeting with all applicable department units and jurisdictions.

A minimum of five (5) sets of plans are required for submittal, prepared on a minimum of 18"x24" and a maximum of 30"x42" paper and drawn to standard architectural scale of no less than ¼"=1' and no details scaled at less than ½"=1', using standard architectural scale. All submittals shall show, in detail, the nature and extent of work proposed.

Plans not meeting the exception requirements of ARS §32-144 shall be designed and sealed by an Architect/Engineer licensed to practice in the State of Arizona. This shall include the plans, calculations, and drawings including plumbing, mechanical and electrical. Contact Arizona State Board of Technical Registration for exceptions.

The minimum content required for plan submittal(s) is as follows:

General / Cover Sheet

- Completed Commercial Code worksheet, including Commercial Kitchen Hood worksheet if applicable.
- All drawing sets shall have a cover sheet and shall include the following minimum information: Title of the project, address, parcel number, project information such as building areas, construction type, occupancy type and load, sprinkled or non-sprinkled or parking requirements and any other information pertinent to the project.
- Vicinity map.
- Sheet index, including the total number of drawings in the set.
- List of consultants used on the project.
- Legend of Symbols
- Legend of Fire Rated Assemblies (if applicable)
- List of applicable codes
- Building areas, including basic allowable and increases per section 506 of the 2018 IBC
- List of deferred submittals. Include a note that the architect and/or engineers of record shall review all deferred submittals prior to submittal to Yavapai County for review.
Submittal Requirements for Commercial/Multi Family Structures, cont.

**Site Plan**
- Show all existing and proposed buildings and structures including setbacks, street fronts, walls, alleys, easements and lot dimensions.
- Parking layout with calculations to indicate required and proposed parking spaces.

**Civil Plans (including grading & drainage plans)**
- Accessibility routes with slopes and cross slopes shown, building pad elevations, drainage, cut and fill amounts.
- Contour lines shall be shown in two (2') foot increments.
- Cut and Fill amounts.
- Minimum of two (2) cross sections through grading area, one parallel and one perpendicular.
- Infrastructure plans (minimum to within five (5) of building

**Architectural Plans**
- Plans shall include architectural details for fire resistive construction and penetrations.
- Accessibility requirements, per 2010 Americans with Disabilities Act (ADA), ICC A117.1 and Chapter 11 of the 2018 IBC.
- Separate exiting plan, including all components of egress per Chapter 10 of the IBC

**Requirements for Commercial/Multi-Family Structures Cont.**
- Floor plan(s) including window/door and room finish schedules including a hardware schedule.
- Firewall locations and types, and proposed uses.
- Building elevations to include exterior finishes, existing grades, proposed grades, building heights, and finished floor elevations. Building sections, wall sections and all related details
- Interior elevations, indicating finishes and vertical heights of finishes, counters, fixtures, etc.
- Toilet room elevations, indicating vertical heights of all required fixtures as per 2010 ADA Design Standards and ICC A117.1 Accessible and Usable Buildings and Facilities.

**Structural Plans**
- Structural plans shall include all structural components of the proposed work.
  This shall include, but not be limited to the following: foundation plan(s), floor framing plan(s), roof framing plan(s), foundation details, framing details.
Requirements for Commercial/Multi-Family Structures Cont.

**Mechanical Plan**
- Complete HVAC system layout.
- Calculations and method of achieving all air and ventilation requirements.
- HVAC schedules for all equipment.
- Kitchen hood system details.
- Manufacturer’s spec sheets of HVAC equipment

**Plumbing Plan**
- Complete plumbing layout for water, gas and waste systems.
- Plumbing fixture count schedule.
- Pipe sizing for all proposed systems.
- Isometrics for waste, vent, hot/cold water, and gas systems
- Manufacturer’s spec sheets of plumbing fixtures, accessories, etc

**Electrical Plan**
- Electrical Site Plan (if required)
- Complete layout showing locations of receptacles including GFCI’s and AFCI’s, switches, smoke detectors, carbon monoxide detectors, fixed equipment, sub-panels and service entrance.
- Show a complete electrical layout including lighting, power and location of the electrical service and sub-panels.
- Plans of any other special systems that may be required.
- Include load calculations, panel schedules and one-line diagrams.
- Location, size and type of exit signage, emergency lighting.
- Manufacturer’s spec sheets of electrical equipment, fixtures, etc.

**Food Service Plans (if required)**
- Equipment plans and legends
- Equipment schedule
- Mechanical, Plumbing and Electrical rough-in plans
- Interior Elevations
Requirements for Commercial/Multi-Family Structures Cont.

In addition to the required information above:

Truss Design Drawings sealed by an Arizona registrant with considerations for permanent roof-mounted equipment and a layout sheet.

- I-Joist Systems (roof or floor) with manufacturer’s layout sheet and engineering sheets.
- Engineering calculations, plans and details relevant to any engineering obtained and design criteria used – to be sealed by an Arizona registrant.
- A completed Special Structural Inspection Certificate form if applicable.
- ICC/ES Evaluation Reports for building materials to be used as requested.
- Engineered Geotechnical Report.
- Specification sheets for special equipment such as solar systems, elevators, saunas, alternative heating/cooling systems, etc.

This list is not all inclusive. Other information, as determined by the building official, may be required.