All Commercial Project Applications must contain the following:

1. Completed Building Permit Application Form (1)
2. 8½” X 11” Plot Plan per the Commercial Plot/Site Plan Instruction List (1)
3. Directions to Site Form (1)
4. Outdoor Lighting Lumen Analysis, including fixture cut-sheets, (prepared by Arizona Engineer or other Certified Lighting Specialist, may be included on the site plan page of your plans.)
5. Drainage Report/Plan addressing on-site and off-site drainage. See Flood Control District with questions. (2)
6. GeoTechnical Engineering Report (for any new or expanded footprint project per PB 10)
7. Construction Drawings/Plans (5* complete sets, including stamped truss calculations, + 4 Site/Grading Plan Sheets)
   (*If your project requires health department or special district review, please submit an additional complete set of plans for each. If your project falls under State Fire Marshal jurisdiction, subtract 3 sets of plans and submit directly to State Fire Marshal’s Office. Applicant must provide SFM approval prior to issuance of this permit.

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

The minimum content required for plan submittals is as follows:

**General**
- 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, 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.

**Cover Sheet**
- Provide the code data on the plans.
- Indicate applicable codes, description of work, use and occupancy classifications, floor area and occupant load, construction type, allowable floor area, existing & egress requirements and plumbing fixture requirements.

**Site Plan/Grading & Drainage 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.
- Utility locations, water, gas, sewer and electrical yard piping.
• Plans shall include existing and proposed grades.
• 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.

Architectural Plans
• Plans shall include architectural details for fire resistive construction and penetrations.
• Accessibility requirements, exiting plan including all components of egress.
• Floor plan(s) including window/door and room finish schedules including a hardware schedule.
• Firewall locations and types, and proposed uses.
• Building elevations shall be provided for the exterior showing relation to existing and proposed grade and exterior finishes.
• Building and wall cross sectional details.
• Interior elevations for elements in accessible restrooms as per 2010 ADA Standards.

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, floor framing plan, roof framing plan, wall section, details for all aspects of construction such as footing details, connection details, etc.

Electrical Plan
• Show a complete electrical layout including location of the electrical service and sub-panels.
• Provide plans of any special systems that are required.
• Include load calculations, panel schedules and a one-line diagram.
• Location, size and type of exit signage.

Mechanical Plan
• Provide a complete mechanical system layout.
• Provide calculations and method of achieving ventilation requirements.
• Provide details of mechanical equipment installation and any condensation drains.
• Kitchen hood system details.

Plumbing Plan
• Provide a complete plumbing layout for water, gas and drainage systems.
• Provide fixture count.
• Provide pipe sizing for all proposed systems.
• Provide isometric for waste, vent, hot/cold water, and gas systems

In addition to the required information above, the following will also be required:
• 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 all alternative building materials being used.
• Prepared reports for any soils testing or drainage reports.
• 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.

New Commercial Projects = $500.00 deposit/Addition or Remodel = $25.00 to $100.00
Property corners shall be properly pinned, flagged and easily identifiable prior to footing inspection.
CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION IS REQUIRED PRIOR TO USE OR OCCUPANCY.
Plot Plans must be drawn in Black Ink to scale on the form provided and must include all of the following information: (8 ½” X 11” form will be provided to you)

Site Plans must contain the following information and be drawn on the same size sheet as your construction drawings. (Minimum Paper Size is 18” X 24” Maximum 36’ X 48”)

1. Property Dimensions
2. Indicate scale used (Engineer’s Scale ONLY – Not Smaller than 1” = 60’)
3. Indicate “North” with directional arrow
4. Proposed structure(s) with all dimensions, including POOLS, walls, fences, etc.
5. Existing structure(s) with all dimensions, including POOLS, walls, fences, etc.
6. Distance(s) between structures
7. Distances all structure(s) to all property lines
8. Description of each structure’s use
9. Adjacent streets/roads
10. Location of driveway(s) and material used (i.e., gravel, concrete…)
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5’ minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines) {Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.}
12. Locations of all utility poles, meters, and lines
13. All easements regardless of purpose must be displayed
14. Slope information: slope information may be given in feet or percentage of slope
   a. Indicate high and low point of lot if lot slopes
   b. Indicate by arrows the direction of slope
   c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Distance from the closest structure to the top of any watercourse. Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits)
18. Signage must be identified but requires a separate permit
19. Location and type of exterior lighting
20. Location where orange card will be posted.
21. Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.

Drainage Report/Plans (if required) must be in accordance with the Yavapai County Drainage Criteria Manual. (See the Flood Control District with any questions.)