All Residential Project Applications must contain the following:

1. One (1) Completed Building Permit Application Form
2. One (1) 8 ½” X 11” Scaled Plot Plan per the Plot Plan Instruction List
3. One (1) 8 ½” X 11” Floor Plan (All rooms shall be labeled according to use)
4. One (1) Directions to Site Form
5. One (1) Residential Outdoor Lighting Permit Fact Sheet
6. One (1) Completed Access/Drainage Permit Form (if needed)
7. One (1) Completed Septic Permit Form or proof of existing waste water system
8. GeoTechnical Engineering Report (for any new or expanded footprint project per PB-21)
9. Construction Drawings/Plans (Two (2) Complete Sets, including stamped truss calculations.
10. Plan check deposit ($400.00 new residential, see deposit chart for follow-ons) and fees for septic and or access permit if needed.

• All submittals shall be site specific and designed to the provisions of the 2012 International Residential Code and the 2006 International Energy Conservation Code as adopted by Yavapai County. Information on this list may be used in conjunction with submittals for additions to and renovations of single family dwellings. Residential renovations and additions shall comply with the 2006 IECC requirements.

• Any dwellings designed to be constructed in a non-conventional manner or beyond the scope of the International Residential Code, shall be prepared by a Registrant (Architect or Engineer) licensed in the State of Arizona. Any portion of the design which is beyond the scope of the International Residential Code shall have that portion designed in accordance with accepted engineering practices. Plans, details and calculations shall be signed, sealed and dated by a Registrant (Architect or Engineer) licensed in the State of Arizona.

THE MINIMUM CONTENT REQUIREMENTS FOR PLAN SUBMITTALS ARE AS FOLLOWS:

General:
• Two (2) sets of plans correctly orientated (no reversed plans) and site specific in a non-erasable media.
• Two sets of plans sealed by the Registrant of record, if applicable, with one set containing the original wet seal.
• Minimum sheet size – 18”x24” (Maximum 30”x42”).
• Standard architectural scale used for all details/plan views and standard engineering scale used for site plan. Approved scale is no less than ¼”=1’ and all details scaled at not less than ½”=1’, using standard architectural scale.
• Plans shall be legible, organized, numbered pages and all plan pages secured together in an approved manner.
• Two copies of the complete RES Check for compliance with 2006 IECC or two copies of documentation from an approved agency showing compliance.
• Two copies of the soils analysis as required by policy PB-21.
• Two copies of the braced wall panel worksheet and calculations

Site Plan
• Include locations of all new structures and any existing structures on the site.
• Setbacks to all structures and lot lines are marked and labeled.
• All utility lines are marked and labeled. If propane fuel used, indicate the size and location of the tank in relation to the structure.
• Contour lines at two (2’) foot increments for existing and proposed grade are indicated.
• Provide a cross sectional plan showing existing and proposed grade.
• Show the locations and cut and fill amounts on the plans (grazing permit required if over 50 cubic yards).
• Indicate finished pad elevations, finished floor elevations and drainage flow directions.

Foundation Plan
• Foundation and required expanded footings shall include dimensions and reinforcement type, size and locations. Prepared reports for any soils testing or drainage reports.
• Prepared reports for any soils testing or drainage reports
• Cross-section of the foundation and details.
• Hold-down types or other embedded hardware for framing attachments including locations.
• Include heights and limits for stem walls of varying heights.
• Provide details showing type and R-value of slab insulation to comply with IECC.

Floor Plan
• Braced wall lines (exterior and interior) shall be clearly labeled on the plans, with brace wall method, schedule and calculations. Provide details for all alternate braced wall panels including hold downs
• Provide a square footage summary of each of the following: livable, garage, carport, covered patios, decks, covered entries, storage and basement (finished or unfinished) and any other areas.
• Provide a window/door/skylight schedule. Schedule shall include sizes, operation (fixed, slider, awning, etc.) safety glazing, egress, fenestration U-factors and glazing solar heat gain coefficient (SHGC).
• Location and type of thermostatically controlled heat source.
• Label intended use for all rooms and ceiling heights of each room.
• Indicate location and types of fire separations including construction methods to be used.

Electrical Plan
• Complete layout showing locations of receptacles including GFCI’s and AFCI’s, switches, smoke detectors, fixed equipment, sub-panels and service entrance.
• Indicate a minimum of two (2) 20 amp GFCI protected circuits are provided for small appliances in the kitchen/dining room.
• Electrical service 400 amps or greater shall include load calculations and a one-line diagram. Services over 400 amps must be done by an Arizona electrical engineer.
• Detail locations of fixed equipment, sub-panels including, location and size of main SES panel and exterior disconnect location.

Floor Framing Plan
• Provide manufacturer’s specifications and layout sheet for I-joist floor systems.
• Headers, beams and/or lintel sizes for all load bearing and non-bearing locations including grade and species.
• Post sizes, locations at beams, header and girder sizes and connections/fasteners detailed to provide the continuous tie from the foundation to the roof line.
• All floor joists are noted with dimensions and connections/fasteners indicated.
• Include under-floor access location and under-floor ventilation types, sizes and locations.
• Provide insulation details, locations, types and R-values complying with IECC.

Roof Framing Plan
• Size and location of headers, beams and/or lintel sizes. Specify the number of required trimmers/jacks for load bearing walls including grade and species.
• Rafters and ceiling joists are noted with dimensions and construction/fasteners indicated.
• Types and sizes and location of attic ventilation to be used and their locations. Include the calculations for the free air provided by the vents.
• Over-framing details for conventionally framed portions on truss roof systems.
• Show locations of any roof-mounted equipment such as solar panels, HVAC, etc.
• Provide insulation details, locations, type and R-values complying with IECC requirements.

Elevation Views
• Materials used for roof covering and exterior finishes are noted.
• Show existing and proposed grade lines and plate and building heights.
• Stepped foundation, if applicable, shown.

Building Sections and Connections
• A minimum of two (2) fully dimensioned building cross-sections perpendicular to one another from foundation to roof with details showing how the load path connections will be achieved.
• All materials used (steel, wood, concrete, etc.) with specified grade and species.
• Provide details for framing connections.
• Clearly indicate the building thermal envelope elements that enclose the conditioned space. Provide insulation details, location, type and R-value complying with IECC requirements. Indicate the specific types of building wrap material to be installed and the ICC/ES evaluation report number. – NOTE: Must be approved as a moisture and air barrier.
**Mechanical Plans**

- Provide a complete mechanical layout – include all duct work with sizes, length of sections, material types with notes as to R-value. Show return and supply air grill locations and sizes.
- Identify manufacturers’ model numbers and equipment capacities of A/C and heating units. Show locations for equipment.
- Provide calculations for equipment and duct sizing per data from ACCA Manuel J and Manual D (reference 2006 IECC section 403.6 – IRC M1401.3 and IRC M1601.1).
- Specify condensation line locations and terminations with notes as to R-values.
- Provide specifications for bathroom exhaust fans (CFM rating).
- Provide combustion air details for all gas appliances including calculations for amount required (show compliance with 2012 IRC Chapter 17 and the 2012 IFGC).

**Plumbing Plan**

- Provide fixture unit calculations.
- Specify type of water supply (well, public system, shared well or haul) and size of main water service line (size based on fixture unit count and 2006 IRC P2903.7).
- Provide a detail of the water heater temperature/pressure relief piping to drain termination location.
- Provide a one-line gas isometric drawing to include:
  1. Type of fuel – natural or LPG.
  2. Total developed length of piping from meter/tank to furthest appliance outlet.
  3. Total BTU/CFH demand.
  4. Total BTU/CFH rating of each appliance.
  5. The size, type and length of each pipe section in the system.
  6. The size, type (above or below grade) and location of the LPG tank.
  7. Indicate which table was used from the IRC or IFGC for sizing of the gas line.
- Indicate the type of pump shut off and piping insulation R-value for hot water circulating system (system required in dwellings with 2 bedrooms and exceeding 1,800 sq. ft. per 2012 IRC adopted ordinance).

**Additional Drawings/Information Required if Utilized for the Structure**

- Truss Design Drawings sealed by an Arizona Registrant, including truss to truss connections and a layout sheet, with considerations for permanent roof-mounted or attic-mounted equipment. Plans prepared by a licensed registrant must include the registrants seal on the truss design drawings.
- I-Joists Systems (roof or floor) from the manufacturer with the manufacturer’s layout sheet and engineering sheets designed and sealed by an Arizona Registrant.
- Engineering calculations, plans and details must be sealed by an Arizona Registrant
- ICC/ESR Evaluation Reports for all alternative building materials being used.
- Specification sheets for special equipment such as solar systems, elevators, saunas, alternative heating/cooling systems, etc.
- Solar systems will require a separate permit.

**IECC 2006 requirements for SFR and Additions, alterations, renovations or repairs to an existing building, (new construction portion only).**

- Provide IECC compliance Report/documentation from Res check or an approved agency. Documentation/report shall include type of insulation, R-values, window types, U-factors, SHGC, allowable trades off (ex. foundation insulation). This information shall be reflected on plans.
- Foam insulations - provide thickness, type, ignition/thermal barriers as required by the Manufacturer and ES-Reports or ICC-Reports.
- Conditioned attic, and/or crawl space requires site specific details and meet all applicable codes (IRC 2012, IECC 2006), and manufacturer’s specifications.

**Separate permit will be required for:**

<table>
<thead>
<tr>
<th>GENERATORS</th>
<th>SOLAR SYSTEMS</th>
<th>WIND TURBINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADING IN EXCESS OF 50 CUBIC YARDS</td>
<td>ALTERNATIVE POWER OR MECHANICAL SYSTEMS</td>
<td></td>
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This list is not all inclusive. Additional information, as determined by the building official, may be required.

**CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION REQUIRED PRIOR TO USE OR OCCUPANCY**
**INSTRUCTIONS FOR DRAWING A PLOT/SITE PLAN**

**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”)

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.)