



This guideline explains and outlines the process for the submittal, review, approval, and use of residential standard plans within the city of Phoenix. For further information, contact the Planning & Development Department (P&D) at (602) 262-7811.

**Purpose:**

The purpose of the standard plan review process is to allow homebuilders the ability to process new residential plan designs by reducing plan review time and costs. This can be done when the intent is to use a single buildable plan for nearly identical homes with or without variations creating a standard design for use on multiple lots within a particular subdivision, or for infill lots throughout the city of Phoenix.

**Benefits of Standard Plan Use:**

Once the city has approved a standard plan, the owner of record has the ability to use the standard plan in the following ways:

- Construct the approved standard anywhere within the city of Phoenix, subject to obtaining required site/design review, and civil approvals prior to obtaining a building permit.

The owner of record is generally the architect or professional engineer who sealed the plans, or the homebuilder who has authorized development of the house plan for future construction purposes.

**General Requirements:**

In some cases, the city may require new subdivisions and individual single-family homes and duplexes to undergo a single-family/duplex design review process. This process, outlined in Section 507 of the Phoenix Zoning Ordinance, ensures a variety of house styles, elevations, and colors applicable residential subdivision developments.

New standard building plan reviews for subdivision developments will not be initiated until single-family design review approval has been obtained from the Development Review Administrator. Standard plans may be “certified” for Design Review approval for use city-wide. For further information about the Single-Family/Duplex Design Review Process, please contact the Development Review Administrator at (602) 534-7094. (Verify contact # with zoning staff)

**Standard Plan Review & Permit Process:**

Planning & Development Residential Plan Review staff performs the standard plan reviews. Once reviewed, staff will notify the customer if the plans are either ready for corrections or approved for future use.

Once standard plans have been approved, permits for new home construction may be submitted by email at [plotplan.submittals@phoenix.gov](mailto:plotplan.submittals@phoenix.gov)

**A separate construction permit application must be submitted for each home site including the following:**

- Completed permit application with site address, standard plan # to be built, chosen plan options, selected elevation, and any other pertinent information for that site.
- A plot plan showing the location of the home on the proposed parcel, setbacks, lot coverage, DR information if applicable, and any other pertinent information for that site.

Required supplemental documentation (IE. Special inspection certificates for structural & geotechnical), and any other pertinent information for that site.

**New Standard Plan Submittals:**

New submittals are submitted at 200 W. Washington St. 2<sup>nd</sup> floor, Residential by appointment. To schedule your submittal appointment, please email [residential.appointments@phoenix.gov](mailto:residential.appointments@phoenix.gov)

**NOTE:** A submittal appointment for residential standard plans is required for both in office submittals or EPR submittals online.

**Alternate Plan Submittals:**

Electronic plan review (EPR) is available for plan submittal and payment. For further information visit the city of Phoenix Planning and Development Department website at <https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review>

**Corrections:**

When a standard plan submittal requires further information or corrections before the city can approve them, you will need to resubmit two complete corrected sets, along with the first review red-line/mark up set, for additional review by the city.

**Note:** If the redlines are not returned, additional plan review fees shall be assessed equal to the original plan review fee or on an hourly basis per the City of Phoenix fee schedule.

**Revisions:**

**What qualifies as a revision:**

(Per PBCC 108.3.3) – When approved plans are changed or revised so as to require additional plan review, an additional plan review fee shall be assessed per Appendix A (fee schedule). Changes or revisions to approved plans which add to the scope of work included in the original plan submittal shall require a new standard plan submittal requiring a new permit application, and new plan review fee. Residential Plan Review supervisor to determine on a case by case basis.

It is the reviewer's discretion to determine based on the complexity of the project if plan revisions will be logged in or reviewed over the counter.

**Requirement for submittal of a revision:**

Two copies of only revised sheets are to be submitted and shall have all changes shown with a cloud and delta indicating any proposed change to the building design.

**NOTE:** Revision submittals shall not include sheets with no changes or changes that do not relate to building code requirements.

**Standard Plan Submittal Requirements:**

**The following information is required for all standard plan submittals:**

- ☐ Completed application. Square footage and valuation shall be provided by builder.
- ☐ Complete plans, two copies.  
**Note:** If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
- ☐ The suggested minimum size is 24" x 36". No loose sheets shall be attached with the exception of truss calculations, structural calculations, energy code reports, mechanical calculations and manufacturers cut sheets/literature.
- ☐ Provide owner of plan, contact information (if different), address, phone number in title block.
- ☐ All plans shall be legible. A suggested scale of  $\frac{1}{4}" = 1'0$  shall be used for all foundation plans, floor plans, framing plans, and front elevations. Details shall be no smaller than  $\frac{1}{2}" = 1'$ .
- ☐ Details, data, and information provided to Planning & Development staff shall not be included by reference or attachment only. The data must be delineated into the drawings by notes or graphics as part of the original tracings or masters.
- ☐ All professional engineers and architects involved in the design of the structure are to seal the related sheets and details. This is in accordance with the Rules of the State Board of Technical Registration.
- ☐ All options that may be used shall be shown and listed in a simplified diagram on the cover sheet with an index showing where they are detailed in the drawings. (See example – Exhibit A)
- ☐ A separate 8  $\frac{1}{2}"$  x 11" version of the simplified diagram with all options and the table of options from the cover sheet (Exhibit A) shall be submitted with the standard plan submittal.
- ☐ Structural Calculations, two copies each.
- ☐ Design Criteria
- ☐ Seismic Zone B
- ☐ 90 mph
- ☐ Special Inspection Certificates, two copies each.
- ☐ Structural
- ☐ Geotechnical
- ☐ Architectural
- ☐ Soil Report, One copy.
- ☐ Foundation Plan
- ☐ Floor Plan
- ☐ List the square footage separately in a table for the livable area per floor, garage, porch, patio, bays etc.
- ☐ Cross Sections, details referenced
- ☐ Electrical Plans
- ☐ One line diagram; panel schedule; load calculations
- ☐ 300/400 Amp Service (plans shall be done by electrical contractor, architect, or electrical engineer per city Electrical Code Regulation)
- ☐ Exterior Elevations
- ☐ If there are different elevation options, reflect any changes to the foundation plan, floor plan, and framing plan for each, and provide additional details as needed for the clarification of each elevation.
- ☐ Floor Framing Plan
- ☐ Roof Framing Plan
- ☐ Basement, Design required.
- ☐ Plumbing Schematic
- ☐ Water meter calculation; fixture units, water meter size, supply line size, developed length.
- ☐ Gas Isometric (if applicable)
- ☐ Mechanical Plan
- ☐ Mechanical cooling system sizing calculations
- ☐ Energy Code Calculations  
See Energy Conservation Code, Residential Compliance Certificate

- ☐ Detail Sheet(s) Architectural and Structural
- ☐ Permit Fee:  
*See Planning & Development Fee Schedule for fees.*

- ☐ Plan review fee is 80% of calculated permit fee.  
Options are: *See Planning & Development Fee Schedule for fees.*

**All plans submitted for standard plan review should address the following guidelines:**

1. All options that may be used shall be shown and listed in a simplified diagram on the cover sheet with an index indicating where each option detailed on the drawings. (See example Exhibit A on page 5)
  - a) An 8 ½ by 11-inch version of the simplified diagram with all options and the table of Options that matches the version on the cover sheet shall be submitted with the standard plan review submittal.
  - b) List the square footages separately by area as indicated in the table of options per the example Exhibit A on page 5 (IE. Livable area per floor, garage, porch, patio, bays etc.).

**NOTE:** Please do not include areas for architectural pop outs or other non-habitable/usable space

2. Options that change exterior architectural features (including doors, windows, covered entries, patios, garage options and roof options) shall be shown as different elevations. Each different style of elevation, including associated details, must be provided and clearly cross-referenced.
3. All changes in framing, foundation, electrical, mechanical, and plumbing shall be shown on separate plan views, details, and sections and be clearly cross-referenced on the cover sheet.
4. If a standard plan is to be used in a subsequent subdivision, the plan shall be revised to indicate the soil conditions. Applicant shall submit two copies of revised foundation plans, detail, structural calculations and soils report. A revision fee will be charged.
5. Design changes that **will not** be charged plan review fees as options:
  - a. Building elevations, front porches, fireplaces, bay windows, entertainment centers, and extensions 30 square feet or less.
  - b. Interior non-bearing wall changes.
  - c. Mechanical/electrical/plumbing changes when no change in the size of the electrical service is made.
  - d. Covered patios of any size.
6. Design changes that **will** be charged plan review fees as options:
  - a. Except as noted in #5 above, changes that result in an increase, decrease, and/or reconfiguration of the building footprint. This includes but is not limited to:
    - Building elevation changes, front porches, fireplaces, bay windows, entertainment centers, and extensions over 30 square feet.
    - Room/garage additions and extensions.
    - Walk decks.

- b. Additional basements.
  - c. Changes to foundation (conventional reinforcement, post-tension, etc.).
  - d. Structural framing changes without changing materials.
  - e. Changes which increase the space to be air-conditioned.
  - f. Roof orientation changes
7. Design changes that will **require** a separate standard plan:
- a. Wood-framed, steel-framed, and masonry construction options.
  - b. Conventional floor/roof framing versus trussed floor/roof framing systems options.
  - c. Revisions to approved standard plans that add square footage or change the footprint unless approved by the residential plan review supervisor. To be determined on a case by case basis.
8. Plan review fees for residential standard plans:
- a. Valuation based on largest square footage including all options.
  - b. Option fee\*.
  - c. Revision(s) to standard plan fee\*.
9. Turnaround times for review will be updated weekly.
10. A data entry fee will be charged on permit applications based on an approved standard plan, if the combination of options to be built under that permit has not been used before for a permit. The fee covers the cost to create the electronic combination for use in the current permit and any future permits for exactly the same combination of options.

Combinations will **NOT** be created unless required for a permit.

11. A plot plan must be submitted with each permit application showing the exact footprint, with all options listed for the house to be built.
12. A plot plan review fee\* is charged for each permit to assure that the house footprint on the specific lot meets all applicable code(s) and/or stipulation(s).

\* See *Fee Schedule/Appendix A.2 of the City Code for basis of charged fees.*

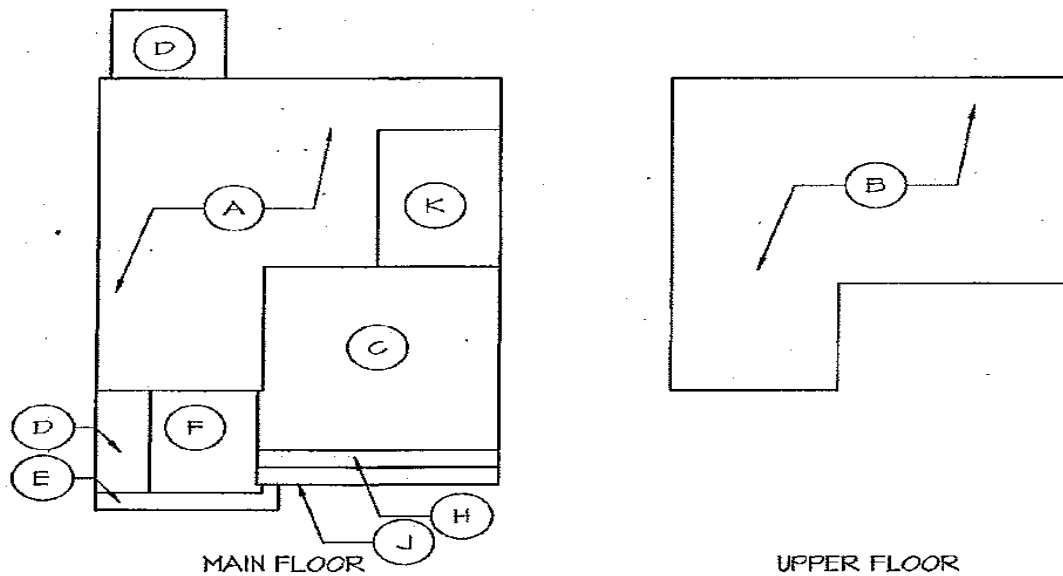
### **Obtaining Copies of Approved Standard Plans:**

The standard plan owner of record, and if applicable, the registrant of record may obtain copies of the approved standard plan by contacting the Planning & Development Department Record Center. A Public Records Request form must be completed and submitted to the records center. The Public Records Request form can be found online at [City of Phoenix, AZ | Public Records Center](#)

Once confirmed, the P&D Record Center staff will forward the plans for reproduction and notify the applicant when they are ready for pick-up and payment of appropriate photocopy charges that apply.

The P&D Record Center is located in City Hall, 200 W. Washington, Phoenix, **3rd floor**. For further information please call (602) 262-7800

## STANDARD PLANS OPTION LAYOUT AND AREA SCHEDULE EXAMPLE



AREA SCHEDULE			
ALL ELEVATIONS:		LINEABLE SQ. FT.	UNDER ROOF
(A)	MAIN LIVING AREA	811	811
(B)	UPPER LIVING AREA	841	841
(C)	GARAGE		542
(D)	COVERED PORCH 'A'		178
(E)	COVERED PORCH 'B'		213
(F)	COVERED PORCH 'C'		115
TOTAL - A		1702	2465
TOTAL - B		1702	2507
TOTAL - C		1702	2409
OPTIONS:			
(G)	COVERED PATIO		+80
(H)	2' GARAGE EXT.		+41
(J)	4' GARAGE EXT.		+82
(K)	BEDROOM 4 W/ BATH 3	+161	+161