



These guidelines outline minimum requirements for plan submittal of residential construction projects.
NOTE: Completion of this form is intended for plans that will be submitted for review.

For further information, contact the Planning & Development Department (P&D), 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003, or visit the city of Phoenix web page at <https://www.phoenix.gov/pdd/development/permits/residential>

Project Name: _____ Project Number(s): _____
Project Address: _____
Scope of Work: _____

THRESHOLDS FOR ZONING REVIEW

- New construction that adds square footage to the footprint or height of a residence
- New detached structures or conversion of existing detached structures to livable space
- Converting an attached carport/patio/garage/storage area into a livable space
(NOTE: no zoning review needed if only converting an existing carport to a garage)

GENERAL

Met	Not Met	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure application is complete – ALL related project information provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid address, project valuation and square footages are identified
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water & sewer availability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County Environmental Health Services septic permit# _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The site is located in an archaeologically sensitive area

SITE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Requires Review - Design Review (new homes only / self-cert plans = RPDR review)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot Split/Combination/Dedication (Staff signature for Conditional approval required)

Staff: _____ Referral form: Yes No Date: _____

Historic Preservation Approval

Staff: _____ Referral form: Yes No Date: _____

Requires Review Zoning Approval (Setbacks, Lot Coverage, Height & Use)

Staff: _____ Referral form: Yes No Date: _____

Hillside Reviews – All types (**Must be approved prior to building plan submittal**).

Staff: _____ Referral form: Yes No CRPR#: _____ Date: _____

Items “Not Met” under **GRADING & DRAINAGE** must have first review comments prior to building plan submittal and must be approved and permitted before the building permit can be issued.

GRADING & DRAINAGE (Provide a copy of the grading correction with building plan login)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading & Drainage (lot is greater than ½ acre) CRPR# _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grading & Drainage Residential Plot plan (lot is less than ½ acre) CRPR# _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain – Copy of flood plain clearance form

Staff: _____ Referral form: Yes No Date: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

APPLICANT TO VERIFY ITEMS BELOW ARE PROVIDED WITHIN THE PLANS PRIOR TO SUBMITTAL BUILDING/STRUCTURE – Main Plan Components

Met Not Met N/A

Two (2) complete sets of construction documents

Note: If submitting through Electronic Plan Review, multiple copies of submittal documents are not required.

- Plot/Site plan (show property lines, footprint of buildings, setbacks, lot coverage)
- Structural calculations (required for steel, point loads, post tension, over 12' walls)
- Foundation Plan/s (special inspection forms & soils report for post tension)
- Floor plan/s (existing & new layout, wall, window & door schedules, key notes)
- Exterior elevations and cross sections (finishes, plate & building heights, roof materials)
- Framing Plan/s (framing layout for each level, trusses or conventional framing)
- Electrical Plan/s (one-line diagram, panel schedule and load calculation)
- Plumbing Plan/s (waste and ventilation floor plan and water fixture calculation)
- Mechanical plan/s (duct layout, heating & cooling load & sizing calculations)
- Detail sheet/s-architectural/structural (connections for beams, trusses, walls, footings)
- Energy Efficiency Compliance (Prescriptive/Res-Check or Performance Report)

See the Residential Plan Review checklist at the web link below for detailed information on the above items.
https://www.phoenix.gov/pddsites/Documents/TRT/dsd_trt_pdf_00082.pdf

For current turnaround time information see the current Turnaround Report at the web link below.
<https://www.phoenix.gov/pdd/about/reports>

This permit application is:

Deficient, items marked above are required for plan acceptance. Return with this form when all items are complete. Contact staff below for questions regarding the Administrative Log-In Review Screening.

1st Prelog - Reviewer Initials: _____ Date: _____ 2nd Prelog - Reviewer Initials: _____ Date: _____

Accepted for log-in.

Staff Signature: _____ Print Name: _____

Phone: _____ Date: _____

In the event plans are allowed to be submitted with items marked "Not Met" on this checklist, I hereby acknowledge that these required items and/or other reviews must be provided and/or approved/permitted before the building permit can be issued.

Applicant Signature: _____ Print Name: _____

Title: _____ Phone: _____

Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at <https://www.phoenix.gov/pdd>