



# Administrative Review

## Minimum Submittal Requirements and Checklist

Single-Family Custom Houses, Guest Houses, and Major Additions/Remodels

**Important Notice: Incomplete plans will not be accepted for substantive review.**

**The Building and the Planning/Engineer Construction Document Plan Sets with the Additional Supporting Information shall be Separated into Separate Submittal Packets and Stapled prior to Logging in at the One Stop Shop**

**Submittal Requirements:**

<u>Provided</u>	<u>Not Provided</u>		
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	<b>Completed Permit Application</b> – Residential entitled: “Single Family Residential Application for Permitting” (www.ScottsdaleAZ.gov search “forms”)

**1<sup>st</sup> Plan Set Needed to Submit**

**Plan Set with Building Construction Document Plans and Additional Supporting Information**

<u>Provided</u>	<u>Not Provided</u>		
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Complete sealed set of plans; including civil site plan, mechanical, electrical (under current Scottsdale Building Codes)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Water meter calculations
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Soils Waiver or Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Structural Calculations
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	ResCheck energy code compliance (www.energycodes.gov)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Truss calculations or *deferred submittal form <span style="float: right;">*if plans designed &amp; sealed by an Arizona registrant</span>
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Manual S and J HVAC equipment design calculations

**2<sup>nd</sup> Plan Set Needed to Submit**

**Plan Set with Planning, Engineering, and Drainage (Stormwater Management) Construction Document Plans and Additional Supporting Information**

<u>Provided</u>	<u>Not Provided</u>		
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Request for site visit - signed
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	Civil Site Plan(s) (Grading & Drainage Plan)
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	Native Plant Inventory and Plan (24" x 36" Plan size – may be on the Civil Site Plan)
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	Revegetation (ESL areas only)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Foundation Plan
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	Building Elevation Plan
<input type="checkbox"/>	<input type="checkbox"/>	2 copies	Roof Plan Analysis (ESL Areas only)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	404 Certification
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Drainage Report (for lots in A, AE, AO, AH flood zone)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	<a href="#">Application for Releases &amp; Dedications</a> <ul style="list-style-type: none"> <li>• Must be signed by staff contact</li> <li>• Note: All submittal items checked by staff contact are required with this submittal</li> <li>• Note: More than one release or dedication requires a map</li> </ul>

Accepted as Administratively Complete

Deficient, items marked “NOT PROVIDED” are required for plan acceptance.

\_\_\_\_\_ Date

Contact staff with questions regarding the Administrative Log-In Review Screening.

\_\_\_\_\_ Staff Member

Customer Signature: \_\_\_\_\_

Print Customer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

This Administrative Review is valid for 180 days from the date of acceptance. For additional information, visit our website at www.ScottsdaleAZ.gov

### Planning & Development Services Department

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