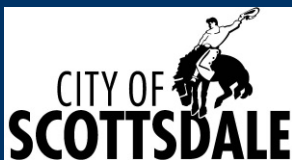




## Quality Submittal Guidelines



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

**The City of Scottsdale will not accept incomplete plans for compliance review of single family dwellings.**

Development Services will require all single family residential plans submitted for first review to meet minimum submittal requirements, including engineered truss designs when applicable. A **plan submittal check sheet** will be used to determine whether plans are complete for review.

Incomplete submittals absorb unnecessary plan review and customer time. Deficient plan information provides insufficient opportunity for plan review comments. Consequently, such plans are rejected and will not receive correction comments until the second submittal, requiring a third submittal for approval before building permit issuance.

**By establishing minimum submittal requirements, we hope to reduce the number of plan resubmittals.**

Planning & Development Services  
Plan Review and Permit Services Division  
7447 East Indian School Road, Suite 105  
480-312-2500

# Deferred Submittal Form



This does NOT permit the violation of any section of the International Building Code, or any federal, state or local regulations.

Project Name: \_\_\_\_\_ Plan Check No.: \_\_\_\_\_

Address: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

Deferred Submittal Work to be covered by this Form:                      Struc.                      Arch.                      MPE                      Other

Deferral of any submittal items shall have the prior approval of the building official. The *registered design professional in responsible charge shall list the deferred submittals on the construction documents* for review by the building official. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge who shall review them and forward them to the building official *when requested* with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved. (Section 107.3.4.1 of the International Building Code)

## OWNER'S ACKNOWLEDGEMENT

To be completed and signed by **Owner** before a building permit is issued.

I hereby acknowledge that the person listed below is designated as the registered design professional in charge who shall be responsible for reviewing and coordinating deferred submittal items for compatibility with the design of the building. The deferred submittal items shall not be installed until approved by *the professional in responsible charge* and accepted by the Building Official *when requested*.

Owner/Agent Signature: \_\_\_\_\_  
(Agent: include title, relationship to project, and furnish letter signed by owner authorizing you as agent)

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

\_\_\_\_\_  
(Registered professional in responsible charge)

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

**Identify work to be deferred submittal (use additional pages if needed) .**

## CERTIFICATE OF COMPLIANCE FOR DEFERRED SUBMITTALS

To be signed by **registered professional responsible** upon completion of the work.

I certify that I have reviewed the deferred submittal work for structural component or subsystem for conformance to the intent of the structural contract documents.

I further certify that I have reviewed the shop fabrication and layout drawings as submitted by the contractor; and found the supplier-designed drawings of components or subsystems as being in conformance with the structural contract documents.

Seal, Signature & Date

## Planning and Development Services

7447 E Indian School Road, Suite 125, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

# 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	Commitment for Title Insurance or Title Insurance Policy (no older than 30 days) is required when making any of the following dedications:
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Drainage Easement Dedication Legal and Graphic Description (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	NAOS Dedication Legal and Graphic Description (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Right-of-Way Dedication Legal and Graphic Description (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	Public Non-Motorized Access Easement Dedication Legal and Graphic Description**

\*\*when applicable for trail dedications

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

7447 E. Indian School Road, Suite 100, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

## **notice**

### PLAN SUBMITTAL REQUIREMENTS FOR PROJECTS INCORPORATING RETAINING WALLS

#### **All private project development plans**

in the "building review" sets of plans :

include retaining wall details and calculations, and a copy of the civil grading site plan with any retaining walls or other structures called out. Retaining walls must have the top of wall and top of footing elevations noted.

in the "civil review" sets of plans :

the civil grading site plan must have any retaining walls or other structures called out. Retaining walls must have the top of wall and top of footing elevations noted. Any change in site grading that affects the height or configuration of retaining walls will be transmitted to the person reviewing the building plans.

#### **City infrastructure, subdivisions and development projects without buildings**

include details and calculations of retaining walls and other structures in the "civil review sets of plans.

#### **Fees (onsite private development) :**

Bridges	one-half building square foot fee
except	for minimum

Retaining Walls : same as fence fee - lineal feet

## BENCHMARKS ON IMPROVEMENT PLANS

**Effective immediately:** All improvement plans must contain a NAVD 88 Benchmark on the Cover Sheet, *with an elevation conversion equation as required*. All improvement plans must also contain a statement certifying the datum used for all elevations represented on the plans. *This certification shall be included on the plan Cover Sheet immediately below the Benchmark and shall state one of the following:*

I hereby certify that all elevations represented on this plan are based on the elevation datum for the NAVD 88 Benchmark provided above.

OR:

I hereby certify that all elevations represented on this plan are based on the elevation conversion equation to the NAVD 88 Benchmark as provided above.

In addition, all plans that include an occupiable structure, residential for non-residential, shall continue to be required to provide a Lowest Floor elevation on the plans, including the Engineers Certification. The format for the Lowest Floor elevation shall be as follows: L.F.<sub>.88</sub> = XXXX.YY, where the complete elevation is stated (e.g. 2695.67, not 95.67 or 695.67) and shall be based on the NAVD 88 elevation datum, not a local datum for the site.

**SINGLE FAMILY NATIVE PLANT**  
**SUBMITTAL REQUIREMENTS**

1. Provide Salvage information on grading and drainage/site plan including City-approved salvage company and the location by tag number of each plant which is required to be protected per the Native Plant Ordinance.

-OR-

Two (2) copies of a separate 24" x 36" native plant salvage assessment performed by a City of Scottsdale approved salvage contractor (which corresponds to the tag number on the site plan) indicating the following:

- a) Plant type
- b) Plant location
- c) Plant size in caliper inches/height
- d) Plant salvageability:

Whether the plant will remain in place, be moved to another location, or be destroyed ✂

2. Plant materials shall be tagged in the field for City Staff review with the following:

- a) Plastic tape to correspond to the determinations made in 3.d. above:

- \* White tape            -    remain in place
- \* Red tape                -    moved to another location
- \* Blue tape               -    destroyed

- b) Tag numbers that correspond to the site plan and to the plant inventory

- c) Tag number is to be transferred to the side of the box when side boxing is completed

✂ Any plant which is destroyed must have an explanation detailing why the plant cannot remain in place or be moved

# Native Plant Salvage Contractors

## With Acceptable Methodologies on File



Please visit [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) and search “native plant” for information regarding the Native Plant Ordinance and submittal information.

The following contractors have submitted salvage methodologies for native plant salvage and relocation. Their methodologies have received approval for use within the City of Scottsdale. A company must be on the Native Plant Salvage Contractor list before they will be allowed to conduct native plant inventories and salvage protected native plants within Scottsdale. Contractors wishing to be placed on this list may contact the City's Current Planning Department at (480) 312-7000 for further information. This list is offered as a courtesy and does not constitute an endorsement of any of the contractors listed.

Name	Phone	Name	Phone
A Great Southwest Tree Spade LLC (spade) +	480-483-8355	John Hancock Tree Relocation, LLC	480-225-2331
Arbor Care Experts	602-568-8139	The Landscape Broker LLC/Aridscape *+	480-951-2266
Arizona Site Prep, Inc. +	480-226-9548	Native Arizona Landscaping, Inc.	480-563-7562
Arizona's Best Native Plant Care	480-948-7501	Native Landscape Development * +	480-575-1229
Artisan Group* +	602-380-1001	Native Resources International *+	623-869-6757
Black Eagle Nurseries and Maintenance, Inc.* +	602-323-1558	Natural Habitat Inc.+	602-919-5058
Desert Earth Works LLC	602-410-3495	Recon Inc.	602-437-4393
Desert Restoration and Development +	480-595-7751	Renaissance Exterior Development	480-585-7830
DLN Landscaping Inc.	602-320-4441	Roadrunner Cactus*	602-920-3925 602-538-7220
Earth Care - cactus relocators +	480-488-2915	Stafos Cactus	602-370-1096
Enviroscape Designs	480-962-1536	Sun Valley Landscape*+	480-898-0533
Gothic Landscaping Inc.	602-470-1711	Trademark Landscape	602-866-7100
Harris & Sons - tree relocators (spade)	602-863-9336	Tree Relocators, Inc. – (spade) * +	480-947-6118
JD Consulting, LLC *+	480-274-7102	Tree Transplanter & Mover +	480-844-8978

\* Companies that have CAD software capabilities

+ Companies that do inventory work for single family homes

### Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

# Single-Family Plan Requirements

## Planning Plan Review Checklists

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There are four (4) Planning division plan review checklists; the appropriate checklist for your project is determined by the parcel zoning designation.

Refer to your zoning and then download the appropriate checklist from [www.scottsdaleaz.gov/bldgresources/forms.asp](http://www.scottsdaleaz.gov/bldgresources/forms.asp) (i.e. "Single-Family Plan Requirements - ESL Areas").

- Non-ESL      1 page
- ESL            8 pages
- FO             8 pages
- HD             6 pages

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*ESL      Environmentally Sensitive Lands Overlay*  
*FO      Foothills Overlay*  
*HD      Hillside District Overlay*





## 2021 INTERNATIONAL RESIDENTIAL CODE Building Code Plan Review Checklist

### CONSTRUCTION DOCUMENTS MINIMUM DESIGN GUIDELINES

IRC TABLE R301.2

#### CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND DESIGN				SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMENT	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph).	Topographic effects	Special wind region	Windborne debris zone		Weathering	Frost line depth	Termite			
0	105	No	No	No	B	Negligible	Final Grade	Moderate	No	0	71.2° F

#### MANUAL J DESIGN CRITERIA

ELEVATION	ALTITUDE CORRECTION FACTOR	COINCIDENT WET BULB	INDOOR WINTER DESIGN DRY-BULB TEMPERATURE	OUTDOOR WINTER DESIGN DRY-BULB TEMPERATURE	HEATING TEMPERATURE DIFFERENCE
1,473 feet	0.97	70°F	Maximum of 72°F	37°F	20.6°F
LATITUDE	DAILY RANGE	INDOOR SUMMER DESIGN RELATIVE-HUMIDITY	INDOOR SUMMER DESIGN DRY-BULB TEMPERATURE	OUTDOOR SUMMER DESIGN DRY-BULB TEMPERATURE	COOLING TEMPERATURE DIFFERENCE
33.62 N	High (H)	45%	Minimum of 75°F	105°F	20.1°F

#### BUILDING CODE DESIGN DATA

All construction within Scottsdale shall comply with the following codes and amendments per their adopting ordinances:

- 2021 International Building Code (ord. # 4550, resolution #12498)
- 2021 International Residential Code (ord. # 4575, resolution #12499)
- 2021 International Fire Code (ord. # 4562, resolution #12583)

#### APPLICANT: Plan submittal shall include the following plans:

- Site Plan
- Floors
- Foundation and Roof Plans
- Elevations and Building Sections (minimum two building sections)
- Building Details

- Plumbing Plan (water supply line sizes, gas supply line sizes, water-heating equipment, hot water recirculation pump controls, fixture flow and flush rates)
- Mechanical Plan (equipment type/size, supply/return, outside air ventilation, exhaust fan systems)
- Electrical Plan (lighting, power, load calculation, single line diagram)
- Plans must include a plan index, be readable and to "scale".
- Place all required notes on the drawings.
- Specification books on Single Family Plan checks are not acceptable
- Provide a True North Arrow and an Orientation North Arrow on site plans and floor plans.

**A. Standard Plans**

1. Provide a soils report and a compaction test for the subdivision.
2. Per the soils report provide over-excavation and / or re-compaction for foundations and slabs on grade.
3. Note a provision for a continuous three-foot-wide path of travel from all bedroom egress windows to a public way.
4. Show minimum allowable dimensions from stem wall to property lines on foundation plan.
5. Remove all parcel/lot specific information from plan set. (i.e. site plan).
6. The cover sheet must have key plans drawn to scale indicating each possible combination of footprint options with corresponding building ridge lines to ensure conformance with varying lot configurations.

**B. Add/ Alt/ Remodels**

1. Provide scope of work. (IBC 107.2 amended)
2. Provide separate existing and demolition plans. (IBC 107.2 amended)
3. Clearly identify throughout, existing vs. new vs. remodeled area. (IBC 107.2 amended)
4. Complete and return fire sprinkler worksheet. (IFC 903)
5. Address smoke and CO detectors throughout house with additions/alterations/remodels. (R314-315)

**C. Site Plan**

1. Provide a complete site plan, grading and drainage where required. Show flow direction arrows, contour grades, and top of curb grades (107.5.1 amended)
2. Provide a complete project address. (R319.1)
3. Show location of structure(s) with setback dimensions on site plan. (IBC 107.2.5 & R302.1).
4. Show location of all site fences and retaining walls on site plan. Provide lineal footage of fences and retaining walls including wall grades. (IBC 107.2.5)
5. Reference on site plan, structural details for each site retaining wall and fence. (TF, T/RW, TW, TR) (IBC 107.2.6)

6. Provide structural calculations for retaining walls. City of Scottsdale, Administrative Policy 13-3.
7. Show sewer tap and water meter locations at street with sizes indicated. (P3008.1)
8. Include lowest floor elevation of livable space. Show and identify next upstream manhole rim location and elevation, address backwater valve. (P3008.1).
9. If septic system, provide copy of septic system permit application from Maricopa County. (P2602.1)
10. When enclosing pool, provide minimum 3-foot wide, minimum 60-inch high, out-swinging, self-closing gate. (AG105.2 amended)

**D. GREEN BUILDING**

1. Provide a separate plan sheet listing the baseline 13 "green" building measures and the rating options selected from rating checklist. Include the points permitted for each selection and a total summary (mandatory measures for baseline level and 20 points for advanced level).
2. Incorporate the "green" building requirements with-in the plan design, including notes and details, (i.e. - readily accessible return air filter grille; kitchen pull-out bins for collection of trash and recycles; etc.).
3. Provide REScheck, REM/Rate or HERS report for each house.
4. Place the following note in large text on the Floor, Foundation, Roof Framing plan sheets:

**NOTE: Separate "Green Building" Compliance Certificate required prior to Final Inspection.**

**E. Floor plans**

**a) Doors and Windows**

1. Provide a 1-3/8" solid wood / solid or honeycomb-core steel / 20-minute fire-rated self-closing doors between residence and garage. (R302.5.1)
2. Provide permanent landing at exterior doors. (R311.3)
3. Doors shall not open directly between a sleeping room and a garage. (R302.5.1)

4. Shower doors shall have safety glazing; hinged shower doors shall open outward. (R308.4.5 & P2708.1)
5. Provide and identify all required safety glazing. (R308)
6. Indicate emergency escape and rescue openings in basements and bedrooms. (R310.1)
7. Show direction of door swing. (R311.3)
8. Show size of each window and type of operation. (R303.1 & 310.2)
9. Site built windows shall comply with section 2404 of the IBC. (R308.5)
10. Glazing maximum U-factor 0.40, Solar Heat Gain Coefficient (SHGC) maximum 0.25 (Table N1102.1.3)
11. Skylight - maximum U-factor 0.65, SHGC maximum 0.30. Provide manufacture and ICC-ES number. (Table N1102.1.3)

### b) Light and Ventilation

1. Provide required natural light and ventilation for habitable rooms- Light: 8%, ventilation: 4%. (R303.1)
2. Provide attic ventilation per (R806.1 amended) unless insulation is applied on the under-side of roof sheathing. or (R806.5)
3. Enclosed attic or rafter space is not required to be ventilated where there is 24 inches or less between the bottom of roof sheathing and the ceiling. (R806.1 amended exception).

### c) Stairways, handrails, guardrails

1. Show handrail, notes, and dimensions. (R311.7.8)
2. Show guardrails where required. (R312.1)
3. Provide a floor or landing at the top and bottom of each stairway. (R311.7.6)
4. Provide code complying stairways. Address tread and riser dimensions per type of stairway. (R311.7)
5. Provide stairway illumination per (R303.7 & R303.8)
6. Stairway maximum 12'-3" vertical rise between floor/landing (R311.7.3)

### d) Fireplaces and Gas Appliances

1. Provide manufacturer, model number and ICC report or equal for each fireplace. (R1002, R1004 & R1005)
2. Provide a permanently installed approved decorative appliance/gas log set. (R1004.4)
3. Fireplace dampers: Where a listed decorative appliance is installed, the fireplace damper opening shall comply with listed decorative appliance manufacture's installation instructions. (G2453.1)
4. Decorative shrouds shall not be installed at the termination of chimneys of factory-built fireplaces except where listed and labeled for such use. (R1004.3)
5. Provide outside combustion air for interior fireplaces. (R1006.2).

### e) General Floor Plan

1. Show ceiling heights for all rooms, spaces and hallways. (R305)
2. Show thermal envelope (exterior insulated walls) that encloses interior conditioned space. (N1101.5.1)
3. Show minimum clearances from centerline of water closets to finished wall, cabinets, and other plumbing fixtures. (R307.1)
4. Gypsum Board applied to a ceiling shall be 1/2" when framing members are 16" o.c. or 5/8" when framing members are 24" o.c. or use labeled 1/2" sag-resistant gypsum ceiling board. (Table R702.3.5)

### f) Manufacturers' Installation Instructions

1. Manufacture's installation instructions, as required by this code, shall be available on the job site at the time of inspection (R106.1.2)
2. RANGES AND COOKTOPS: Show note on plans. Provide a listed and approved range and/or cooktop unit installed in accordance with the listing and with the manufacturer's installation instructions. VERIFY AND MAINTAIN REQUIRED HORIZONTAL AND VERTICAL CLEARANCES ABOVE THE FINISHED COUNTERTOP SURFACE BEFORE ORDERING OR INSTALLING CABINETS.

### F. Braced/Shear wall Plan

1. Provide a complete braced/shear wall plan and reference a braced /shear wall schedule at each braced/shear wall location. (R602.10)
2. Braced/Shear wall schedule to include anchor bolts, holdowns, studs and spacing, sheathing and nailing. (R602)
3. Address "alternate braced wall panels" per (R602.10.6)
4. Coordinate post locations with holdowns on foundation plan. (R602.11)
5. Show and identify each required holddown on foundation plan.
6. Provide Wood-Stud wall Engineering Analysis for bearing walls Over 10 Feet High (T. R602.3 (5))

### G. Elevation Plan

1. Provide minimum of four elevation drawings of building: typical front, back, left and right.
2. Show building heights and dimensions.
3. Show and label all exterior surface building materials. (R703)
4. Show manufacturer, model number and ICC/NER Report Number for stucco, roof materials, stone veneer. (R703.7)
5. Provide weather flashing/proofing and exterior wall penetrations/openings. (R703.1& 703.2)

## **H. Sections**

1. Provide minimum two building cross sections.
2. Cut cross-sections on foundation, floor and roof framing plans.
3. Show thermal envelope (insulated walls, floors, ceilings, roofs) with continuous air barrier around interior conditioned space. (N1101.5.1)
4. Foam plastics shall be separated from the interior of a building including attics and crawl spaces by an approved thermal barrier. (R316.4)
5. Show required fire blocking on each section. (R602.8)
6. Show height dimensions on each cross-section.
7. Label all rooms, spaces, and hallways on each section.
8. Provide and reference/key structural details for critical connections for cross-sections.

## **I. Wall Construction**

1. Provide a cross section detail and wall legend for each type of wall.
2. Callout exterior materials, including, stucco system, lath, building paper, foam, and sheathing where required. (R703)
3. Specify on plans, interior wall materials. (R702)
4. Specify on plans, interior wall construction, coverings, and backings for tile and in wet locations. (R702.1)
5. Provide weepscreed and dimensions from soil and paved surfaces. (R703.7.2.1)
6. Provide nailing schedule. (R602.3)

## **J. Foundation Plan**

1. For single-family custom submittal, provide a soils report or a soils waiver signed by owner.
2. Provide a complete fully dimensioned and detailed foundation plan.
3. Address foundation drainage per (R405.1)
4. Address foundation damp proofing (R406.1)
5. Show isolated footing dimensions and reinforcing. (R403.1 amended)
6. Show note: Exterior and interior footings shall bear minimum 18 inches below undisturbed soil or engineers certified compacted fill. (R403.1 amended)
7. Show required reinforcing steel for all footings and stem. (R 403.1.3.5)
8. Reference a complete set of structural details, footing, stem, turndown, pad footing, post at stem, etc.
9. Clearly show, dimension and detail interior bearing footings and shearwall footings.
10. Clearly show each required post location on foundation plan, coordinate with shearwall and roof framing plans.
11. Clearly show and label each required holdown on foundation plan. (R403.1.6)
12. Show and detail building retaining walls and basement and foundation walls, including drainage. (R 405.1)
13. Provide any/all slab elevations.

## **K. Floor and Roof Framing Plans**

1. Provide a complete fully detailed floor and/or roof-framing plan. (R107.2 amended)
2. Clearly identify all framing members, including posts/columns, headers, beams, joists, and trusses. (R107.2 amended).
3. Clearly show each required post and size, coordinate with foundation plan.
4. Show and identify posts from above framing.
5. Show floor-to-floor tie, mechanical connectors.
6. Clearly show and identify all truss/joist hangers.
7. Clearly show and identify beam to post mechanical connectors.
8. Clearly show and key detail reference(s) for each beam to post, beam-to-beam, and girder to beam connections.
9. Detail typical truss/joist to wall, beam, and girder connections.
10. If pre-qualifying conditions are met, **deferred submittals** for truss design drawing may be allowed per (R802.10.1.1 amended)
11. Show lateral full height blocking at braced/shear wall line for joists, rafters and trusses.
12. Framing details shall reflect types of framing members, trusses flat and sloped, I-joists, dimension lumber rafters, etc.
13. Show stair mechanical attachment at top and bottom.
14. Framing members to accommodate masonry fireplace clearances to combustibles. (Table R1001.11)
15. Provide detail showing how lateral forces are transferred from roof diaphragm into shear wall.
16. Identify all trusses used as drag struts and show loads on framing plan.
17. Framing members to accommodate mechanical equipment requirements if installed in attic.

## **K. Structural Calculations**

1. Provide the following structural engineering calculations:
  - a. Gravity loads analysis.
  - b. Lateral loads analysis.
  - c. Retaining wall calculations per policy #15-3.
  - d. Provide special inspections per (IBC Ch. 17).

## **M. Building Thermal Envelope**

1. Energy compliance shall be demonstrated by prescriptive, UA trade-off (REScheck) or performance (REM/Rate, ERI, HERS) compliance path.

2. Mechanical closets requiring outside combustion air for gas furnace or water heater shall be thermally isolated from the building unless the equipment is direct-vent.
3. Recessed luminaires installed in the building thermal envelope shall be sealed to limit air leakage between conditioned and unconditioned spaces. All recessed luminaires shall be IC-rated and labeled as having an air leakage rate not more than 2.0 cfm. All recessed luminaires shall be sealed with a gasket or caulk between the housing and the interior wall or ceiling covering. (N1102.4.5).
4. The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 5.0 air changes per hour for detached dwelling units. Testing shall be conducted with a blower door at a pressure of 0.2 inches w.g. (50 Pascal's). Testing shall be conducted by an approved third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the building official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope. (N1102.4.1.2).

## N. Mechanical Plan

1. Show mechanical equipment and water heaters on 18-inch platform if placed in garage or room with direct access to garage. (M1307.3).
2. Provide combustion air and show hi and low vent opening sizes for gas fuel appliances located in *confined* spaces. (G2407).
3. Provide and reference approved detail for gas piping to gas island cooktop. (G2415.14).
4. Provide kitchen exhaust fan vented direct to outside. (M1505.2 amended, Table M1505.4.4).
5. Show mechanical system design criteria, types, sizes, efficiencies and controls (N1101.5).
6. Provide HVAC equipment sizing calculations. Heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved calculation methodologies (N1103.7).
7. Provide minimum 15 SEER (Seasonal Energy Efficiency Ratio) for air conditioning equipment.
8. Provide minimum 78% AFUE (Annual Fuel Utilization Efficiency) for weatherized gas heating equipment, non-weatherized equipment minimum 80% AFUE.
9. Each separate heating and cooling system shall be provided with at least one programmable thermostat (N1103.1).
10. Show how the building is provided with outside air ventilation in accordance with Section M1505. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating. (N1103.6).

11. Provide mechanical exhaust ventilation for bathrooms, water closet rooms, laundry room, and kitchen, ducted direct to outside. Bathrooms, water closet compartments and other similar rooms shall be provided with a mechanical ventilation system, with a minimum ventilation rate of 50 cfm (23.6 L/s) for intermittent ventilation, or 20 cfm (9.4 L/s) for continuous ventilation Except where functioning as a component of a whole house ventilation system, exhaust fans in bathrooms with a shower or tub shall be provided with a delay timer or humidity/condensation control sensor. Exhaust fans shall be switched separately from lighting systems. (Amended R303.3 1 and M1505.)
12. Duct systems serving heating, cooling and ventilation equipment shall be installed in accordance with the provisions of this section and ACCA Manual D or other approved methods. (M1601.1)
13. Show supply and return air ducts and registers.
14. Supply and return ducts in attics shall be insulated to a minimum **R-8** where 3 inches in diameter or greater. Ducts in other portions of the building shall be insulated to minimum R-6 where 3 inches in diameter or greater. (N1103.3.1)
15. Ducts, air handlers, and filter boxes shall be sealed in accordance with Sections N1103.3.4 and M1601.4.1. Ducts shall be pressure tested to determine air leakage by one of the following methods (N1103.3.5):
  - a) Rough-in test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25 Pa) across the system, including the manufacturer's air handler enclosure if installed at the time of the test. All registers shall be taped or otherwise sealed during the test.
  - b) Post construction test: Total leakage shall be measured with a pressure differential of 0.1 inch w.g. (25 Pa) across the entire system, including the manufacturer's air handler enclosure. Registers shall be taped or otherwise sealed during the test.

A written report of results shall be signed by the party conducting the test and provided to the code official.
16. Building framing cavities shall not be used as ducts or plenums (N1103.3.7).
17. Dwelling units shall be provided with mechanical ventilation airflow rates in accordance with Section M1505 (N1103.6).
18. Mechanical ventilation systems shall be tested and verified to provide the minimum ventilation flow rates required by Section N1103.6. A written report of results shall be signed by the party conducting the test and provided to the code official (N1103.6.3).

## O. Electrical Plan and Lighting

1. Provide a complete Electrical Plan

2. Provide fully noted plan showing, all required receptacles, light fixtures, switches, exhaust fans, smoke detectors, service panels and sub-panels. (E3703 & E3901)
3. Provide notes and symbols legend.
4. Show and label all required **GFCI** and **WP/GFCI** receptacles. (E3902)
5. Show and label all required **AFCI** circuits. (E3902.16)
6. In areas specified in Section E3901.1, 125-volt, 15- and 20-ampere receptacles shall be listed tamper-resistant receptacles. (E4002.14)
7. Show that all permanently installed lighting fixtures contain only high-efficacy lamps (N1104.1)
8. Show that permanently installed interior lighting fixtures are controlled with either a dimmer, an occupant sensor control or other control such as an automatic timer shut-off switch. Exceptions include bathrooms and hallways. (N1104.2)
9. Show that exterior lighting over 30 watts include automatic shut-off. (N1104.3)
10. Show and label all **WP/DP** lighting fixtures as **SUITABLE FOR WET OR DAMP LOCATIONS** accordingly. (E4001.7)
11. Show and label all **smoke alarms**. Smoke alarms shall be installed in the following locations:
  - 1) In each sleeping room.
  - 2) Outside each separate sleeping area in the immediate vicinity of the bedrooms.
  - 3) On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
  - 4) Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by Section R314.3.
  - 5) In dwelling units where the ceiling height of a room open to the hallway serving the bedrooms exceeds that of the hallway by 24 inches or more, smoke alarms shall be installed in the hallway and in the adjacent room. (R314.3 amended).
  - 6) smoke alarms devices shall be interconnected unless listed wireless alarms are installed (R314.4) and shall receive their primary power from the building wiring (R314.6).  
Show and label all **carbon monoxide alarms**, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages. (R315),

carbon alarms devices shall be interconnected unless unless listed wireless alarms are installed (R315.5) and shall receive their primary power from the building wiring (R315.6).

12. Provide a UFER ground encased in concrete footing. (E3608.1.2)
13. The main electrical service panel shall have a reserved space to allow installation of a dual pole circuit breaker for "future solar electric" installation and shall be labeled as such (U103.7).
14. For Electrical Services greater than 400 amps, **PROVIDE ELECTRICAL LOAD CALCULATIONS.**
15. Provide an **ELECTRICAL SINGLE LINE DIAGRAM** for Services 200 amps and larger.

## **P. Plumbing Plan**

1. Provide a single line gas-piping diagram; include all gas burning appliances and BTUs of each appliance, show pipe *lengths* and *sizes* from gas meter to each branch line and to each appliance. (G2413)
2. Show type of gas piping. (G2414)
3. Do not place gas piping under slab. (G2415.14)
4. Provide approved detail for gas piping to kitchen island gas cook top. (G2415.14)
5. Show all drainage/sewer piping materials. (Tables P3002.1, P3002.2)
6. Show high efficiency plumbing fixtures that meet the following maximum flow and flush rates: Lavatory faucets: 1.5 gal/minute; Shower heads: 2.0 gal/minute; Kitchen faucet: 1.8 gal/minute; water closets: 1.28 gal/flush. (Table P2903.2. amended).
7. Provide roof drains and over-flow/scuppers. (R903.4).
8. Show mechanical and service water heating system types, sizes, efficiencies, and controls (N1101.5).
9. Storage-tank type water heaters shall be installed with a drain pan and drain line. (P2801.6)
10. WH-pan drain-line shall terminate per (P2801.6.2)
11. Show minimum R-3 insulation for hot water pipes. (N1103.5.2).
12. A hot water circulation system shall be provided when the length of hot water piping or tubing from the source of hot water to the furthest fixture exceeds: 21 feet for a 3/4-inch line, 32 feet for a 5/8 inch line, 43 feet for a 1/2 inch line and 50 feet for a 3/8 inch line or less (N1103.5.1.1.1 amended).
  - a) Where the water piping or tubing length contains more than one size of pipe, the largest size shall be used for determining the maximum allowable length of pipe before a circulating hot water system is required. For the purposes of this section, the source of hot water shall be a water heater, boiler, circulation loop piping, distribution manifold, or heat-traced piping.
  - b) The hot water circulation system shall use a dedicated return line or the cold-water supply line

as the return at the most remote fixture. Gravity and thermo-syphon circulation systems shall be prohibited. Controls shall start the pump upon receiving a signal from the action of a user of a fixture or appliance or sensing the flow of hot or tempered water to a fixture, fitting or appliance. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water.

### **Q. Fire Sprinklers**

1. Provide fire sprinklers per (IFC 903.).

### **R. Additional Energy Requirements**

1. For low-slope roofs (less than 2 in 12 slope), provide a light-colored roof surface with a minimum solar reflectance index (SRI) of 64. (New N1102.6)

2. Reserve electrical service panel space for full-size 2-pole circuit breaker labeled "Future EV Charging" with electrical raceway installed from panel to a junction box in the garage labeled "Future EV Charging". (New N1104.4)
3. Identify a solar-ready zone not less than 10% of the total roof area over conditioned space but not less than 300 square feet exclusive of access and set back areas as required by the International Fire Code. The zone shall be free from obstructions, including but not limited to vents, chimneys, and roof-mounted equipment. Provide electrical pathway for conduit run from electrical service panel with reserved space for 2-pole circuit breaker. (Appendix AT103 amended)
4. A permanent energy certificate shall be completed by the builder or other approved party and posted in accordance with N1101.14 and AT103.10.

**PLACE THE FOLLOWING NOTES ON DRAWINGS**

*If these notes are reproduced on the plans as a block, it will facilitate the review of the project. The notes are available and can be downloaded from: [City of Scottsdale - Building Review Detail Drawings \(scottsdaleaz.gov\)](http://scottsdaleaz.gov) Notes 1-13 reflect 2021 code updates.*

2021 International Building Code	(ord. # 4550, resolution #12498)
2021 International Residential Code	(ord. # 4575, resolution #12499)
2021 International Fire Code	(ord. # 4562, resolution #12583)

1. Doors and windows that provide access to the swimming pool/spa, shall be separated by an approved barrier.
2. **\*Plumbing fixtures** shall comply with the following conservation requirements: Lavatory faucets: 1.5 gal/minute; Shower heads: 2.0 gal/minute; **Kitchen faucet: 1.8 gal/minute**; water closets: 1.28 gal/flush. (Table P2903.2. amended).
3. **\*A demand-controlled hot water circulation system** shall be provided in accordance with amended Section N1103.5.1.1 amended.
4. **\*Cool/light reflective coated roofs.** Roof solar reflectance and thermal emittance for roof slopes less than 2:12. Three-year-aged solar reflectance index (SRI) of 64, Three-year-aged solar reflectance of 0.55 and a three-year aged thermal emittance of 0.75 over conditioned and non-conditioned spaces. N1102.6 amended.
5. **\*The building thermal envelope shall comply with climate zone 2. Energy compliance shall be demonstrated by UA trade-off (REScheck) OR performance (REM/Rate, ERI, HERS) compliance path OR by the following prescriptive values (Table N1102.1.3): Prescriptive minimum R-values: (\*Ceiling=R-49) / (Walls=R-13).**
6. **Prescriptive maximum Window Fenestration values: (U-Factor=0.40) / (SHGC=0.25).**
7. **\*Exterior lighting** over 30 watts shall include an automatic shut-off. (N1104.3).
8. **\*All permanently installed lighting fixtures shall contain only high-efficacy lamps.** (N1104.1).
9. **\*All permanently installed interior lighting fixtures shall be controlled with either a dimmer, an occupant sensor control or other control such as an automatic timer shut-off switch. Exceptions include bathrooms and hallways.** (N1104.2).
10. **\*E3606.5 Surge protection.** All electrical services supplying one- and two-family dwelling units shall be provided with a surge protective device (SPD) installed in accordance with Sections E3606.5.1 through E3606.5.3.
11. **\*Electric Vehicle Charging Capacity.** Reserve electrical service panel space for a full size 2-pole circuit breaker labeled "Future EV Charging". A raceway shall be installed from the electrical service panel to a location within the garage, where it shall terminate in a junction box or outlet and be labeled "Future EV Charging".
12. **\*Solar-Ready Zones – RB103.** Minimum 10% of roof area but not less than 300 sq. ft. free and clear of obstructions including mechanical equipment and vents. Provide electrical pathway for conduit run from solar-ready zone to electrical service panel with reserved space for 2-pole circuit breaker. Capped roof penetration sleeve shall be provided on roofs with a low-slope of 1 in 12 or less.
13. **\*The following three notes are applicable to New Construction only** (BPI certified professionals are approved for testing air leakage in existing buildings, otherwise RESNET professionals are approved for new and existing):
  - a. **\*The building shall be provided with a whole-house mechanical ventilation system that meets the requirements of Section M1505. Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.** (N1103.6).
  - b. **\*The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding five air changes per hour for detached dwelling units and seven air changes per hour for attached dwelling units. Testing shall be conducted in accordance with ASTM E 779 or ASTM E 1827 and reported at a pressure of 0.2 inch w.g. (50 Pascals). Testing shall be conducted by an approved third party (RESNET certified). A written report of the results of the test shall be signed by the party conducting the test and provided to the code official. Testing shall be performed at any time after creation of all penetrations of the building thermal envelope.** (N1102.4.1.2).



- c. \*Ducts, air handlers, and filter boxes shall be sealed in accordance with N1103.3.4. Joints and seams shall comply with Section M1601.4.1. Ducts shall be pressure tested to determine leakage by one of the following methods (N1103.3.5):
1. Rough-in test: Total leakage shall be measured with a pressure differential of 0.1 inches w.g. (25 Pa) across the system, including the manufacturer's air handler enclosure if installed at the time of the test. All registers shall be taped or otherwise sealed during the test.
  2. Post-construction test: Total leakage shall be measured with a pressure differential of 0.1 inches w.g. (25 Pa) across the system, including the manufacturer's air handler enclosure. Registers shall be taped or otherwise sealed during the test.

**A written report of the results shall be signed by the party conducting the test and provided to the code official prior to the Final Building Inspection.**

14. All products listed by an Evaluation Service Report (ESR) shall be installed per the report and the manufacturer's written instructions. Product substitutions shall also be listed by an ESR.
15. Provide Fire Sprinkler System per Scottsdale Fire Code (IRC R313 amended).
16. Separate permits required: pools, spas, fences, site walls, retaining walls, and gas storage tanks.
17. Foundation & Footing depth shall be a minimum of 18 inches **below grade** (or per property soil report), provide a minimum of 3-inch clearance between Rebar and soil. (R403.1 amended).
18. Doors between the garage and residence shall be self-closing minimum 1 3/8" thick solid core or 20-minute fire rated. (R302.5.1).
19. Wood sill plates shall be pressure treated or decay resistant. Exterior sill plates shall bear a minimum of 6 inches above finish grade. (R317.1).
20. Gypsum board applied to a ceiling shall be 1/2" when framing members are 16" o.c. or 5/8" when framing members are 24" o.c. or use labeled **1/2" sag-resistant gypsum ceiling board**. (Table R702.3.5 (d)).
21. Showers and tub-shower combinations shall be provided with individual control valves of the pressure balance or thermostatic mixing valve type. (P2708.4).
22. Shower area walls shall be finished with a smooth, hard non-absorbent surface, such as ceramic tile, to a height of not less than 72 inches above the drain inlet. Cement, fiber-cement or glass mat gypsum backers installed in accordance with manufacturers' recommendations shall be used as backers for wall tile in tub and shower areas and wall panels in shower areas. (R702.4.2).
23. Storage-tank type water heaters shall be installed with a drain pan and drain line. (P2801.6).
24. Provide roof/attic ventilation unless insulation is applied directly to underside of the roof-sheathing, or the depth is 24 inches or less between the ceiling and bottom of roof sheathing. (R806.1 Amended).
25. Provide Minimum R-3 insulation on hot water pipes. (N1103.5.2).
26. Supply and return ducts located outside conditioned space shall be insulated to a minimum **R-8**. Ducts and air handlers located completely within the continuous air barrier and within the building thermal envelope are exempt from insulation. (N1103.3.1 and N1103.3.2).
27. Exhaust air from kitchens, bathrooms and toilet rooms shall be exhausted directly to the outdoors, not recirculated, or discharged indoors. (M1505.4.4 amended).
28. Exhaust fans in bathrooms with a shower or tub shall be provided with a delay timer or humidity/condensation control sensor. Exhaust fans shall be switched separately from lighting systems. (R303.3).
29. Provide a wall mounted GFCI protected receptacle outlet within 36" of a bathroom or powder room lavatory. (E3901.6).
30. Receptacles serving kitchen countertops installed in bathrooms, garages, unfinished accessory buildings, outdoors and located within 6 feet of sinks shall have **GFCI** protection for personnel. (E3902).
31. All branch circuits that supply 15- and 20-ampere outlets installed in kitchens, family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, laundry areas and similar rooms or areas shall be protected by a combination type arc-fault circuit interrupter (**AFCI**) installed to provide protection of the branch circuit. (E3902.12).
32. General purpose 15- and 20-ampere receptacles shall be listed **tamper-resistant**. (E4002.14).

33. Provide interconnected and hardwired **Smoke Alarms** in new and existing areas of home. (R314).
34. Approved **Carbon Monoxide Alarms**, hardwired and interconnected, shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages. (R315).
35. Recessed luminaires installed in the building thermal envelope shall be IC-rated and labeled as having an air leakage rate not more than 2.0 cfm. All recessed luminaires shall be sealed with a gasket or caulk between the housing and the interior wall or ceiling covering. (N1102.4.5).
36. Provide illumination with wall switches for stairways when there are 6 or more risers. (R303.7).
37. Receptacle outlets shall be installed so that no point along the floor line in any wall space is more than 6 feet, measured horizontally, from an outlet in that space, including any wall space 2 feet or more in width. (E3901.2).
38. Provide a minimum of two 20-amp small appliance branch circuits for the kitchen/dining/breakfast. (E3703.2).
39. Provide outside combustion air to all indoor fireplaces per manufactures specifications. (R1006.1).
40. At least one thermostat shall be provided for each separate heating and cooling system. (N1103.1).

# New Single Family Residential (SFR)

## Site Plan

### Engineering Checklist



UPDATED MARCH 2019

#### GENERAL

SFR SITE PLAN SHOULD INCLUDE, GENERAL:

- 1) Lot legal description:
  - a) Metes + Bounds (full legal description or recording number);  
or
  - b) Assessor's Parcel Number (APN)
- 2) Site address
- 3) Vicinity Map
- 4) Name, address, email, + phone number of
  - a) Owner
  - b) Designer, Architect, or Engineer
- 5) Engineering Scale
- 6) Plan North arrow orientation
- 7) Legend
- 8) Lot dimensions + bearings
- 9) Lot size
- 10) Maricopa County Benchmark
  - a) Benchmark certification statement
- 11) Rights of Ways + Easements
- 12) Dedications
  - a) For single dedication provide legal description + graphic
  - b) For multiple dedications submit a Map of Dedication
  - c) Title report dated within 3 months for any form of dedication
- 13) Seal, signature, + date on all sheets provided by an Arizona registered
  - a) Civil Engineer for grading + drainage plans
  - b) Architect for site plans where major grading, pad elevations, + lowest floor elevations were set previously by a subdivision grading + drainage plan.
- 14) Structures

#### DRAINAGE

- 1) Submit drainage report for
  - a) Off-site flows greater than 50cfs in the city's Environmentally Sensitive Land (ESL) areas or 25cfs elsewhere
  - b) Drainage easement dedications
  - c) Structures proposed near or within 100-year floodplains
  - d) Grading / rerouting of wash
  - e) Lowest floor compliance verification
- 2) Drainage easement dedication required for

- a) Washes carrying greater than 50cfs in the ESL area, 25 cfs elsewhere
  - b) Storage basins
- 3) Submit Storm Water Pollution Prevention Plan (SWPP) for areas of disturbance greater than an acre
  - 4) Submit Section 404 Certification Form
    - a) Signed by engineer if plan is prepared by an engineer
    - b) Signed by owner if plan in not prepared by an engineer

SFR SITE PLAN SHOULD INCLUDE, DRAINAGE:

- 1) Flood Zone Information
  - a) FEMA block
  - b) Engineer's Certification Statement (if any lowest floor elevations are being set by the plan).
- 2) Existing topography
  - a) 1' minimum interval contours for lots with more than 2' of fall across lot; or
  - b) Top of curb, back of curb, or edge of road elevations at lot corners for lots with less than 2' of fall across lot;
- 3) Existing site conditions for flood zone areas
  - a) Highest adjacent grade
  - b) Lowest adjacent grade
- 4) Proposed grading (*pre-graded lots require final grading*)
  - a) Flow lines
  - b) Proposed contours
- 5) Lowest Floor elevations of structures: listed as L.F.<sub>.88</sub> =x,xxx.xx' (in relation to the 1988 North American Datum, NAD88))
- 6) Washes
  - a) Show Q<sub>100</sub> (flow rate) entering + leaving parcel
  - b) Show + label 100-year floodplain limits
  - c) Drainage openings in wall details
- 7) Cross-sections - Non-subdivision pre-graded lots/parcels shall include two perpendicular scaled cross-sections taken through the proposed residence/structure to include:
  - a) Existing topography
  - b) Proposed topography
  - c) Washes' 100-year water surface elevations
  - d) Structures + walls
  - e) Streets

# New Single Family Residential (SFR)

## Site Plan

### Engineering Checklist



UPDATED MARCH 2019

#### WATER

- 1) Associated water extension plans are reviewed + approved under a separate civil improvement plan submittal (include plan check number on SFR plan as reference)

#### SFR SITE PLAN SHOULD INCLUDE, WATER:

- 1) Water main location + size
- 2) Water meter service size + location
  - a) SFRs limited to one meter per SFR
  - b) Water department to install proposed / abandon existing water service + meter after associated fees are paid
  - c) Houses 12,000 square foot + larger ('Big Box') require Fire Department review, 1.5" water service + 1.5" water meter with 2" water service to house
- 3) Dimensioned nearest fire hydrant

#### SEWER

- 1) Associated sewer extension plans are reviewed + approved under a separate civil improvement plan submittal (include plan check number on SFR plan as reference)

#### SFR SITE PLAN SHOULD INCLUDE, SEWER:

#### PUBLIC

- 1) Sewer tap location + size
  - a) Sewer tap installation is reviewed + approved under separate civil improvement plan submittal (include plan check on SFR plan as reference)
- 2) On-site sewer lateral location + size
- 3) Upstream + downstream sewer manhole rim elevations
  - a) If rim elevation is higher than lowest floor elevation, a backwater device is required on the sewer service line per IRC Section P3008.1.

#### PRIVATE

- 1) Show location of septic system, leach fields, + associated facilities
  - a) To be located 50' away from top of bank of drainage ways or drainage easements
  - b) To be in front or to side of lot for future connection to sewer
  - c) May not be located within Natural Area Open Space (NAOS) area.
- 2) Must submit approval page from Maricopa County Health Department. Note *Maricopa County Health Department Permit #*.

#### DRIVEWAYS

#### SFR SITE PLAN SHOULD INCLUDE, DRIVEWAYS:

- 1) 100' minimum distance from the rights-of-way line of street intersection
- 2) 25' minimum from a side property line
- 3) 50' minimum driveway spacing distance
- 4) Driveways greater than 200' in length require a fire truck turnaround + approval from COS Fire Department.
- 5) Maximum driveway slope is 18% with an average overall slope of 12%
- 6) Per city standard detail 2255

#### WALLS

- 1) Retaining walls
  - a) Submit structural calculations for walls retaining 3' or more
  - b) Submit signed + sealed copy of soils report
  - c) Submit signed + sealed letter from soils engineer addressing the acceptability of storm water flows against walls

#### SFR SITE PLAN SHOULD INCLUDE, WALLS:

- 1) Retaining Walls
  - a) Wall cross section with adjacent topography + drainage features
  - b) Top of wall (TRW)
  - c) Top of wall footing (TF)
  - d) Wall quantities on cover of plan set
- 2) Non-Retaining Walls
  - a) Wall detail or standard COS wall detail
  - b) Top of walls (TW)
  - c) Top of wall footings (TF)
  - d) Wall quantities on cover of plan set
- 3) Fence Walls: *Fence walls may not be built without drainage review + permitting*
  - a) Height of new + existing fences
  - b) Fence type + details
  - c) Fence quantities on cover sheet

#### SLOPE STABILITY

- 1) Submit signed + sealed soils report for slopes greater than 4:1

#### REVISION TO APPROVED SFR SITE PLAN

#### REVISED SFR SITE PLAN SHOULD INCLUDE

- 1) Cloud + delta plan items, call outs, + quantities related to revision



# Water Meter Sizing Calculations

## Single-Family Residential

Plan Check Number: \_\_\_\_\_

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

To determine the water meter fee, the water development fee and the sewer connection fee, we must know the size of the water meter required for the residence. To determine the correct size, please provide the following essential information.

**This does NOT permit the violation of any section of any federal, state or local regulations.**

### 1. Total number of fixture units (FU's) of all water using outlets is:

Type of Fixture	FU's		Existing Fixture Count		New Fixture Count		Total FU's
Bidet	2	X		+		=	
Bathtub (with/without shower head)	1.4	X		+		=	
Clothes washer	1.4	X		+		=	
Dish washer	1.4	X		+		=	
Full-bath group with bathtub (with or w/o shower head) or shower stall	3.6	X		+		=	
Half-bath group (water closet & lavatory)	2.6	X		+		=	
Hose bibb (sillcock)	2.5	X		+		=	
Kitchen group (dishwasher & sink with/without grinder)	2.5	X		+		=	
Kitchen sink	1.4	X		+		=	
Laundry group (clothes washer & laundry tub)	2.5	X		+		=	
Laundry tub	1.4	X		+		=	
Lavatory	0.7	X		+		=	
Shower stall	1.4	X		+		=	
Water closet (tank type)	2.2	X		+		=	
*Other		X		+		=	
					<b>Total</b>	=	

*\*Water supply outlets for items not listed above shall be computed at their maximum demand, or according to the size of the supply pipe as indicated in the currently adopted International Plumbing Code; whichever is greater.*

2) Total length of the piping from the water meter to the farthest water-using outlet/fixture is: \_\_\_\_\_ lineal feet.

3) Local water service pressure is \_\_\_\_\_ pounds per square inch (psi).

4) Total square footage under roof: \_\_\_\_\_.\*\*

**\*\*When the TOTAL square footage within exterior enclosing walls under roof exceeds 12,000 sq ft, the minimum required meter size shall be not less than 1-1/2", and the minimum supply from the meter to the building shall be not less than 2" ID pipe.**

It is the owner/builders responsibility to conduct a water pressure test at your site or as near as possible to your site. Your building permit cannot be issued until you have obtained this info. An approved type pressure regulator is required to be installed

Owner/Agent: \_\_\_\_\_

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

**To be completed by the Plans Examiner**

Size of Meter \_\_\_\_\_

Size of Building Supply \_\_\_\_\_

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

When approved by the City of Scottsdale, the Applicant shall deliver a copy of this form, or the City approved plans, to the Fire Sprinkler Designer to use in the calculation of the fire sprinkler system. Verification of the Meter size must accompany Fire Sprinkler plans submitted for review .

### PLANNING AND DEVELOPMENT SERVICES

7447 E. INDIAN SCHOOL ROAD SUITE 100, SCOTTSDALE, AZ 85251-3915 PHONE: 480-312-2500 FAX: 480-312-7088





# Soils Testing Requirement Request for Waiver of Requirement



This certificate may be used in lieu of providing soils reports for single-family residences.  
**This does NOT permit the violation of any section of the Scottsdale Building Code or any federal, state or local regulations.**

Project Name: \_\_\_\_\_

Plan Check No.: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**To be completed and signed by OWNER before a building permit is issued.**

I, \_\_\_\_\_ (owner name – please print), hereby request waiver of the requirement that the City of Scottsdale be provided with a soil test report specifying bearing soil capacities and classifications of soil for my prospective building lot /site.

I hereby certify the following:

**All footings**, including isolated column footings shall be located with their bearing at eighteen inches (18") minimum below lowest adjacent undisturbed soil or engineer certified compacted grade within 5'-0" and shall be:

- a.) **Provided with** a minimum effective soil bearing capacity of one thousand five hundred pounds per square foot (1500 psf).
- b.) **Designed for** a maximum effective bearing pressure of one thousand five hundred pounds per square foot (1500 psf).

Furthermore, the City of Scottsdale, Arizona, will be held harmless for any damage resulting from insufficient bearing pressure, expansive soil or any other soil problems.

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

If submitted by owner's agent, list title and relationship to project and furnish a letter signed by owner authorizing you as agent.

## Planning & Development Services

7447 E Indian School Road, Suite 125, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov



# Section 404 Certification Form



Before the City issues development permits for a project, the developer's Engineer or the property owner must certify that it complies with or is exempt from Section 404 of the Clean Water Act of the United States. Section 404 regulates the discharge of dredged or fill material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes and arroyos) or other waters of the United States.

Prior to submittal of improvement plans to Project Review, this form must be completed (and submitted with the improvement plans) as evidence of compliance.

## Certification of Section 404 Permit Status:

Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Project Name/Description: \_\_\_\_\_ Case No.: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_  
\_\_\_\_\_

A registered Engineer or the property owner must check the applicable condition and certify by signing below that:

**1. Section 404 does apply to the project because there will be a discharge of dredged or fill material to waters of the U.S., and:**

A Section 404 Permit has already been obtained for this project.

or

This project qualifies for a "Nationwide Permit," and this project will meet all terms and conditions of the applicable nationwide permit.

**2. Section 404 does not apply to the project because:**

No watercourse waters of the U.S. exist on the property.

No jurisdictional waters of the U.S. exist on property. Attached is a copy of the COE's Jurisdictional Determination.

Watercourses or other waters of the U.S. do exist on the property, but the project will not involve the discharge of dredged or fill material into any of these waters.

**I certify that the above statement is true.**

\_\_\_\_\_  
Engineer's Signature and Seal, or Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/ Company

## Planning and Development Services

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- THIS DETAIL SHALL APPLY TO WALLS 6'-0" OR LESS IN HEIGHT.
- SEPARATE APPROVAL BY THE PLANNING DEPARTMENT IS REQUIRED.
- SEPARATE APPROVAL BY THE STORMWATER DEPARTMENT IS REQUIRED.
- INDICATE DRAIN BLOCKS AT FINISH GRADE, AS REQUIRED, ON FINAL PLANS.

- THE CITY OF SCOTTSDALE MAKES NO REPRESENTATIONS AND ASSUMES NO RESPONSIBILITY OR LIABILITY IN PROVIDING THIS STANDARD DETAIL. OWNERS/APPLICANTS AND PROFESSIONALS USING THIS DETAIL SHALL ASSUME FULL RESPONSIBILITY FOR ITS DESIGN.
- OWNERS/APPLICANTS ARE ENCOURAGED TO CONSULT WITH A PROFESSIONAL ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA REGARDING THE NEEDS FOR THEIR PROJECT. AN ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA COULD DETERMINE DIFFERENT DETAILS OR SPECIFICATIONS.
- OWNER/APPLICANT/BUILDER IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS AT THE FOOTING'S BEARING SURFACE AND IS SOLELY RESPONSIBLE FOR THE PERFORMANCE OF FOOTING.

## 4" MASONRY WALL "DOOLEY WALL"

### MATERIALS

CMU:  $f_m = 1500$  psi  
NORMAL WEIGHT

MORTAR: ASTM TYPE S

GROUT:  $f_c = 2000$  psi

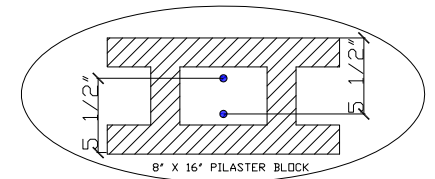
REINFORCING:  $f_y = 40,000$  psi

CONCRETE: 2500 psi

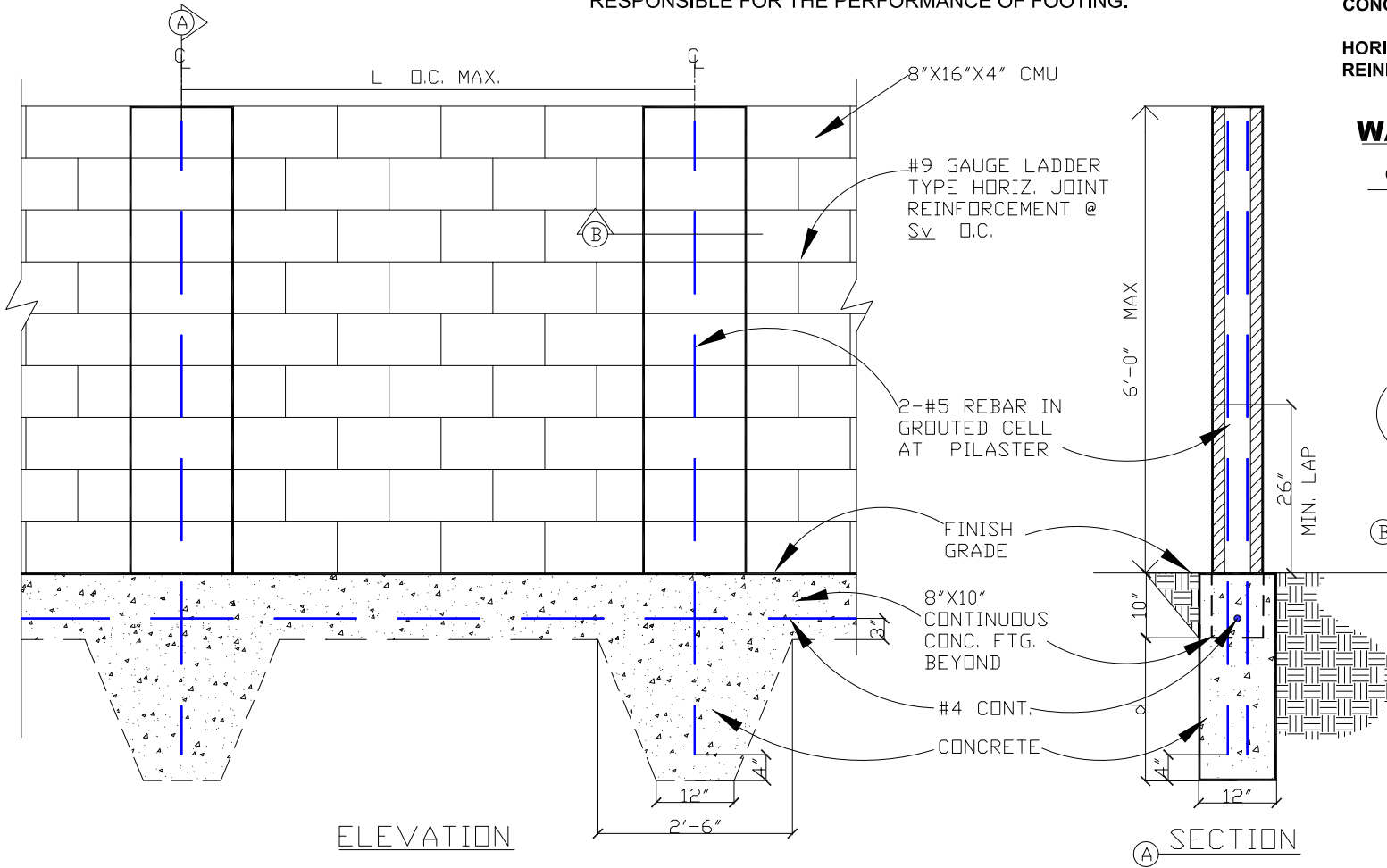
HORIZONTAL JOINT  
REINFORCEMENT:  $f_y = 80,000$  psi

### WALL DESIGN OPTIONS

OPTION	L	S <sub>v</sub>	d
A	9'-4"	8"	4'
B	8'-0"	16"	3'-6"



(B) CROSS SECTION AT PILASTER



ELEVATION

(A) SECTION

Revised:  
6/1/2009

- THIS DETAIL SHALL APPLY TO WALLS 6'-0" OR LESS IN HEIGHT
- SEPARATE APPROVAL BY THE PLANNING DEPARTMENT IS REQUIRED.
- SEPARATE APPROVAL BY THE STORMWATER DEPARTMENT IS REQUIRED.
- INDICATE DRAIN BLOCKS AT FINISH GRADE, AS REQUIRED, ON FINAL PLANS.

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- THE CITY OF SCOTTSDALE SHALL NOT ADDRESS ANY VARIATION OF THE DETAIL SHOWN BELOW.
- OWNERS/APPLICANTS ARE ENCOURAGED TO CONSULT WITH A PROFESSIONAL ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA REGARDING THE NEEDS FOR THEIR PROJECT. AN ENGINEER OR ARCHITECT LICENSED BY THE STATE OF ARIZONA COULD DETERMINE DIFFERENT DETAILS OR SPECIFICATIONS.
- OWNER/APPLICANT/BUILDER IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS AT THE FOOTING'S BEARING SURFACE AND IS SOLELY RESPONSIBLE FOR THE PERFORMANCE OF FOOTING.

## 6" MASONRY WALL PER 2015 IBC

WIND LOAD: 21 psf (ultimate) per ASCE 7-16

CMU:  $f_m = 1900$  psi-ASTM C90

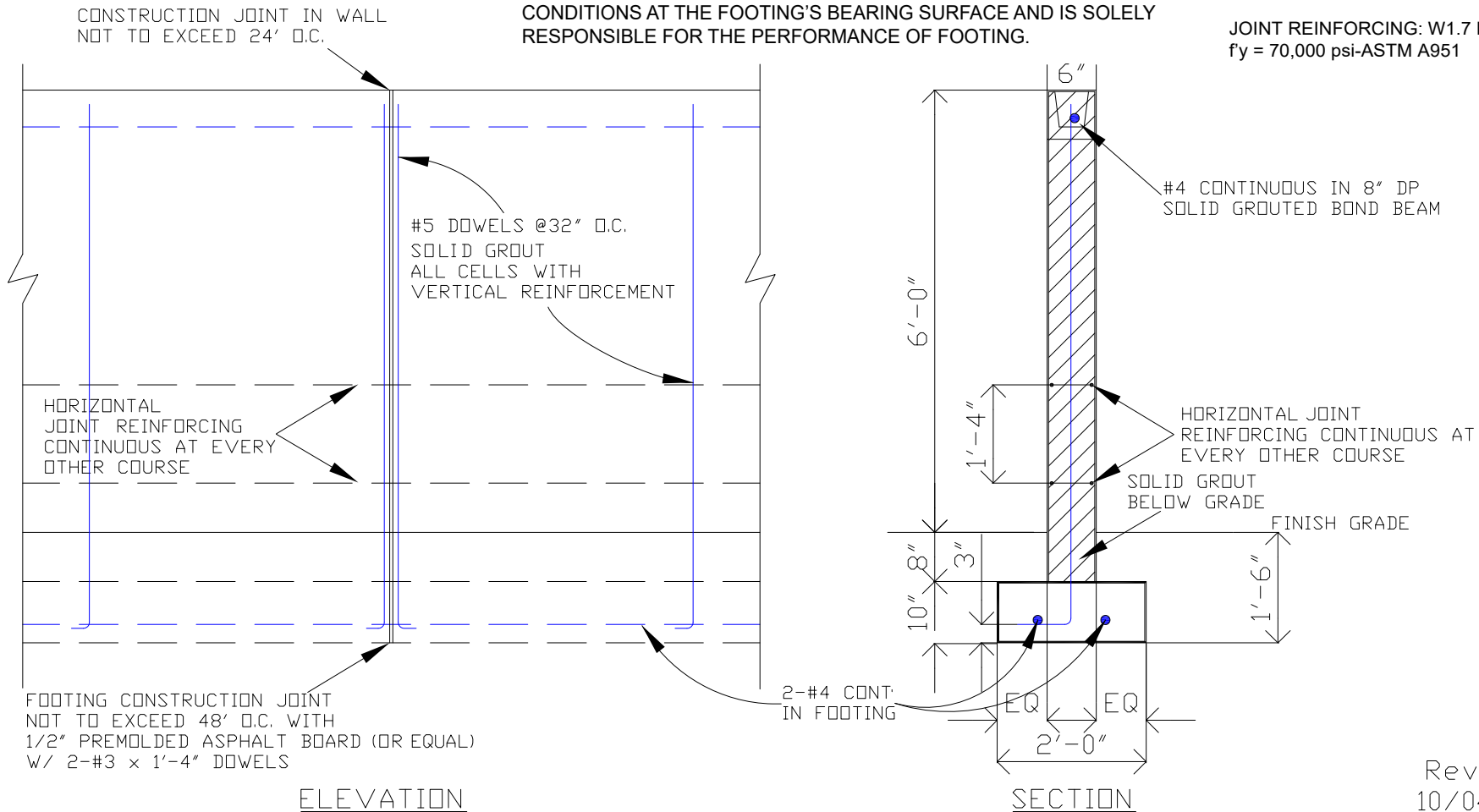
MORTAR: TYPE S-ASTM C270

GROUT:  $f_c = 2000$  psi-ASTM C476

REINFORCING:  $f_y = 60,000$  psi-ASTM A615

CONCRETE: 2500 psi

JOINT REINFORCING: W1.7 LADDER TYPE,  
 $f_y = 70,000$  psi-ASTM A951



Revised:  
10/04/2018

- THIS DETAIL SHALL APPLY TO WALLS 6'-0" OR LESS IN HEIGHT
- SEPARATE APPROVAL BY THE PLANNING DEPARTMENT IS REQUIRED.
- SEPARATE APPROVAL BY THE STORMWATER DEPARTMENT IS REQUIRED.
- INDICATE DRAIN BLOCKS AT FINISH GRADE, AS REQUIRED, ON FINAL PLANS.

- THE CITY OF SCOTTSDALE MAKES NO REPRESENTATIONS AND ASSUMES NO RESPONSIBILITY OR LIABILITY IN PROVIDING THIS STANDARD DETAIL. OWNERS, APPLICANTS AND PROFESSIONALS USING THIS DETAIL SHALL ASSUME FULL RESPONSIBILITY FOR ITS DESIGN.
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- OWNER/APPLICANT/BUILDER IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS AT THE FOOTING'S BEARING SURFACE AND IS SOLELY RESPONSIBLE FOR THE PERFORMANCE OF FOOTING.

## 8" MASONRY WALL PER 2015 IBC

WIND LOAD: 21 psf (ultimate) per ASCE 7-16

CMU:  $f_m = 1900$  psi-ASTM C90

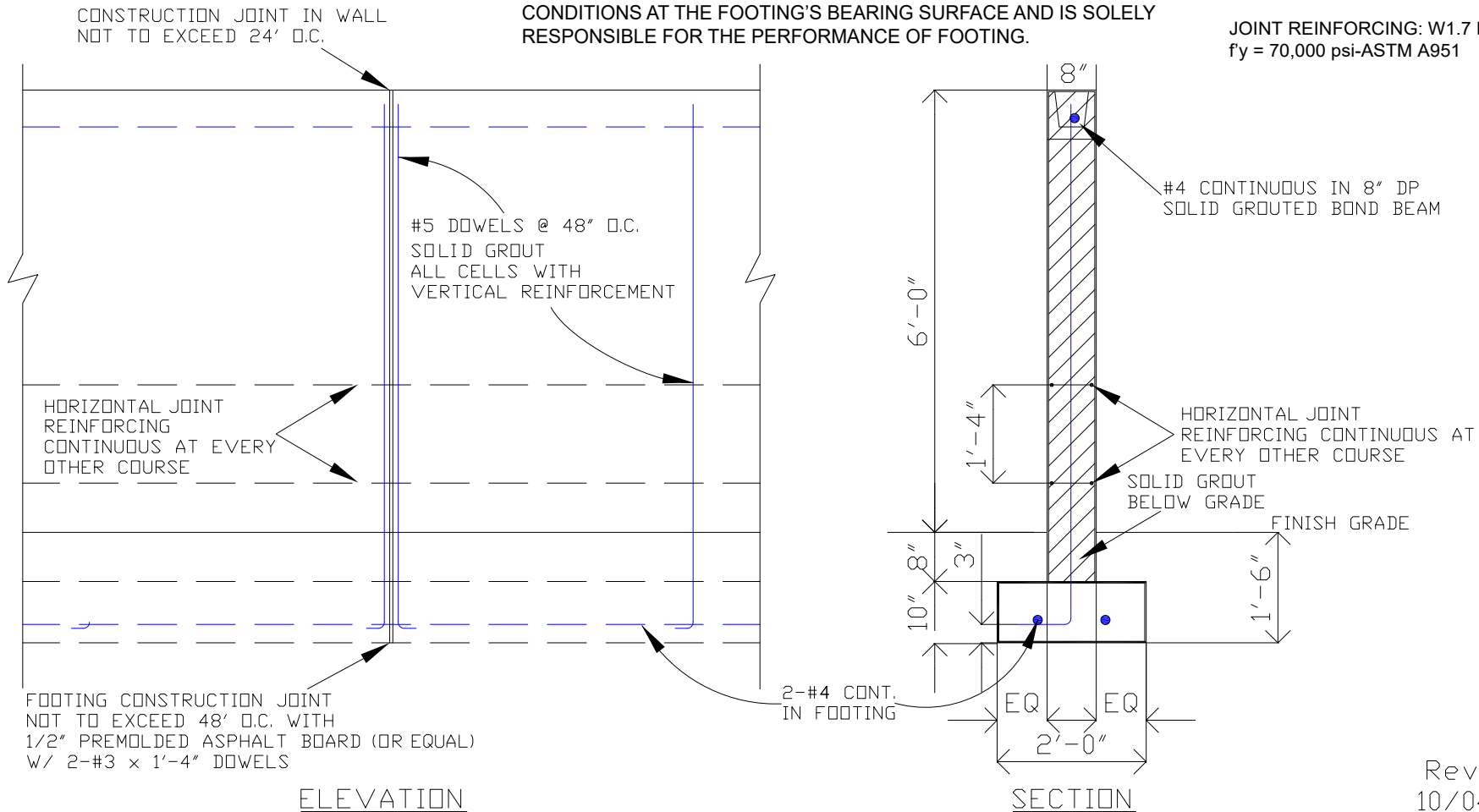
MORTAR: TYPE S-ASTM C270

GROUT:  $f_c = 2000$  psi-ASTM C476

REINFORCING:  $f_y = 60,000$  psi-ASTM A615

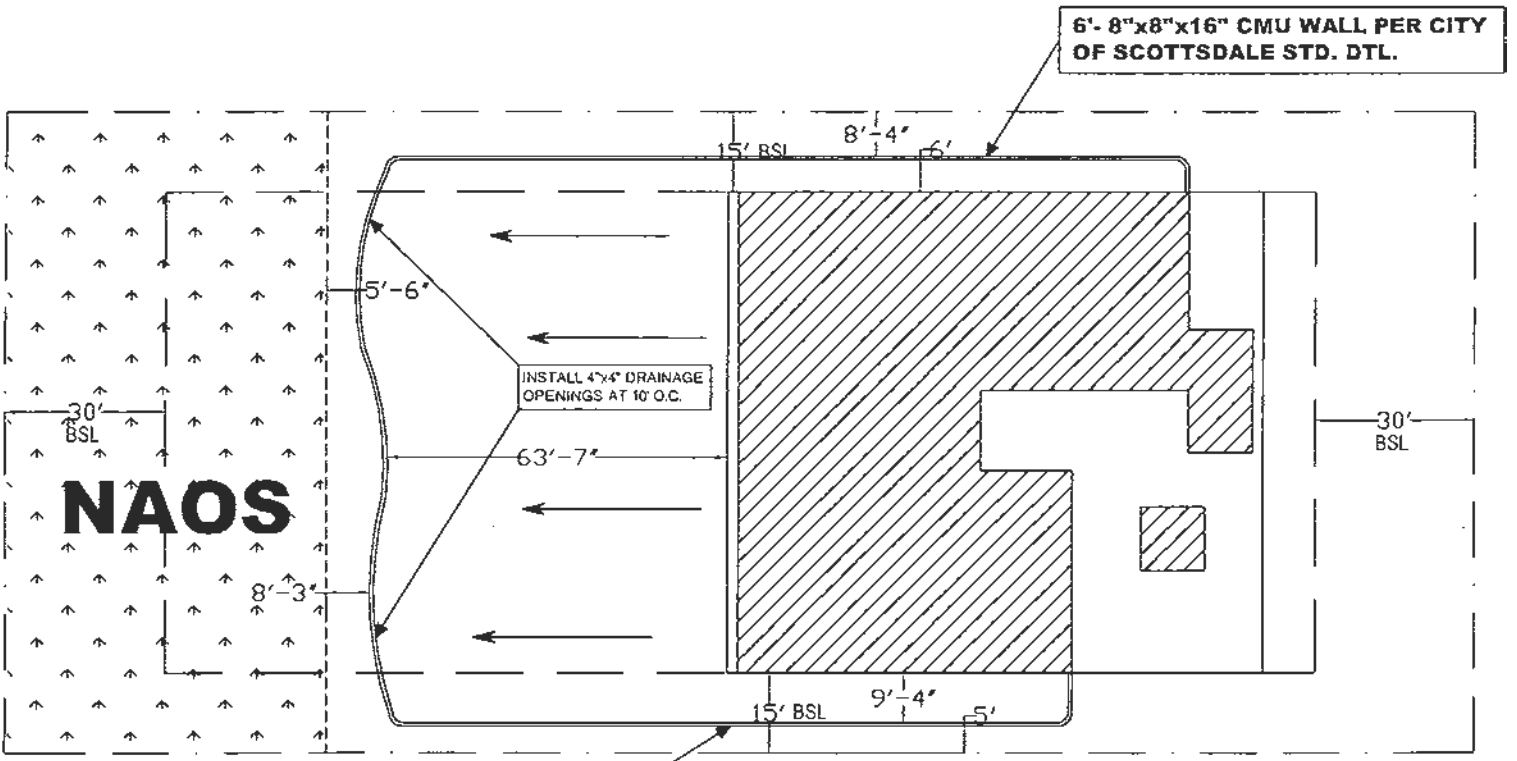
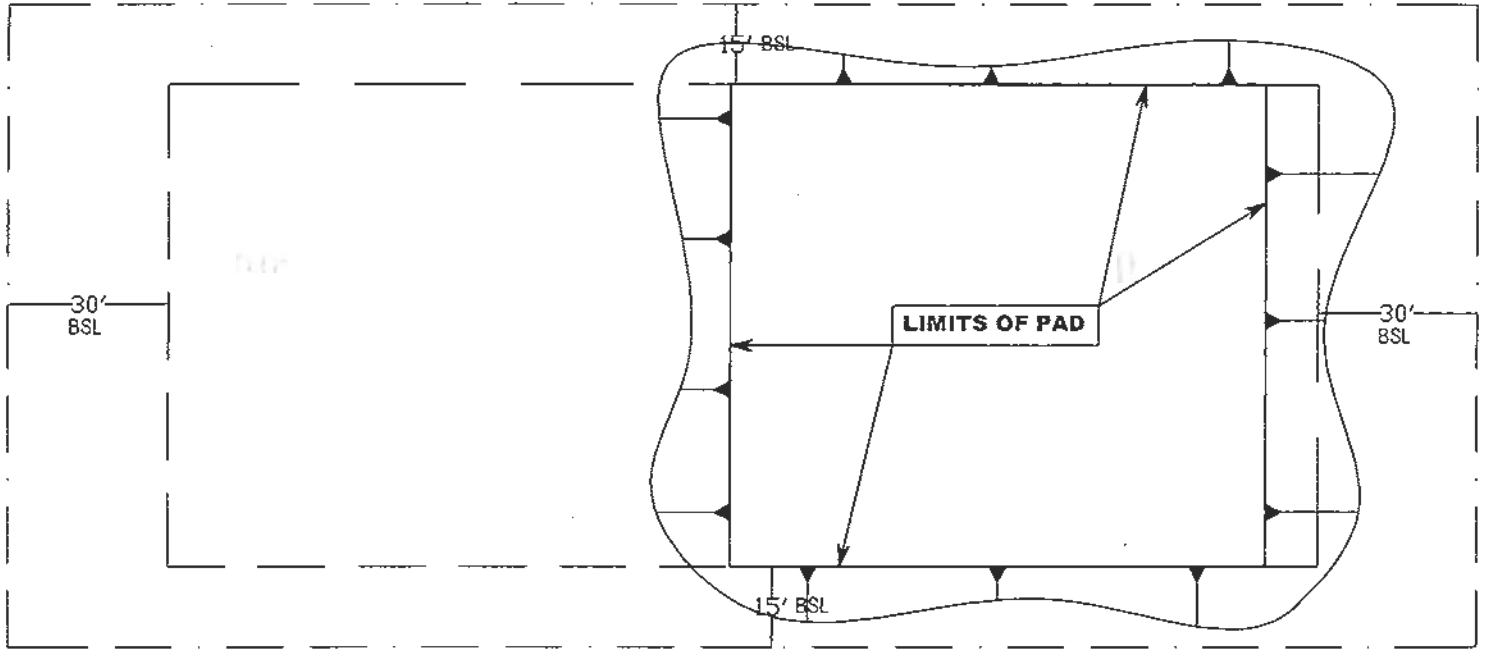
CONCRETE: 2500 psi

JOINT REINFORCING: W1.7 LADDER TYPE,  
 $f_y = 70,000$  psi-ASTM A951



Revised:  
10/04/2018

# Fence/Wall Site Plan Exhibit

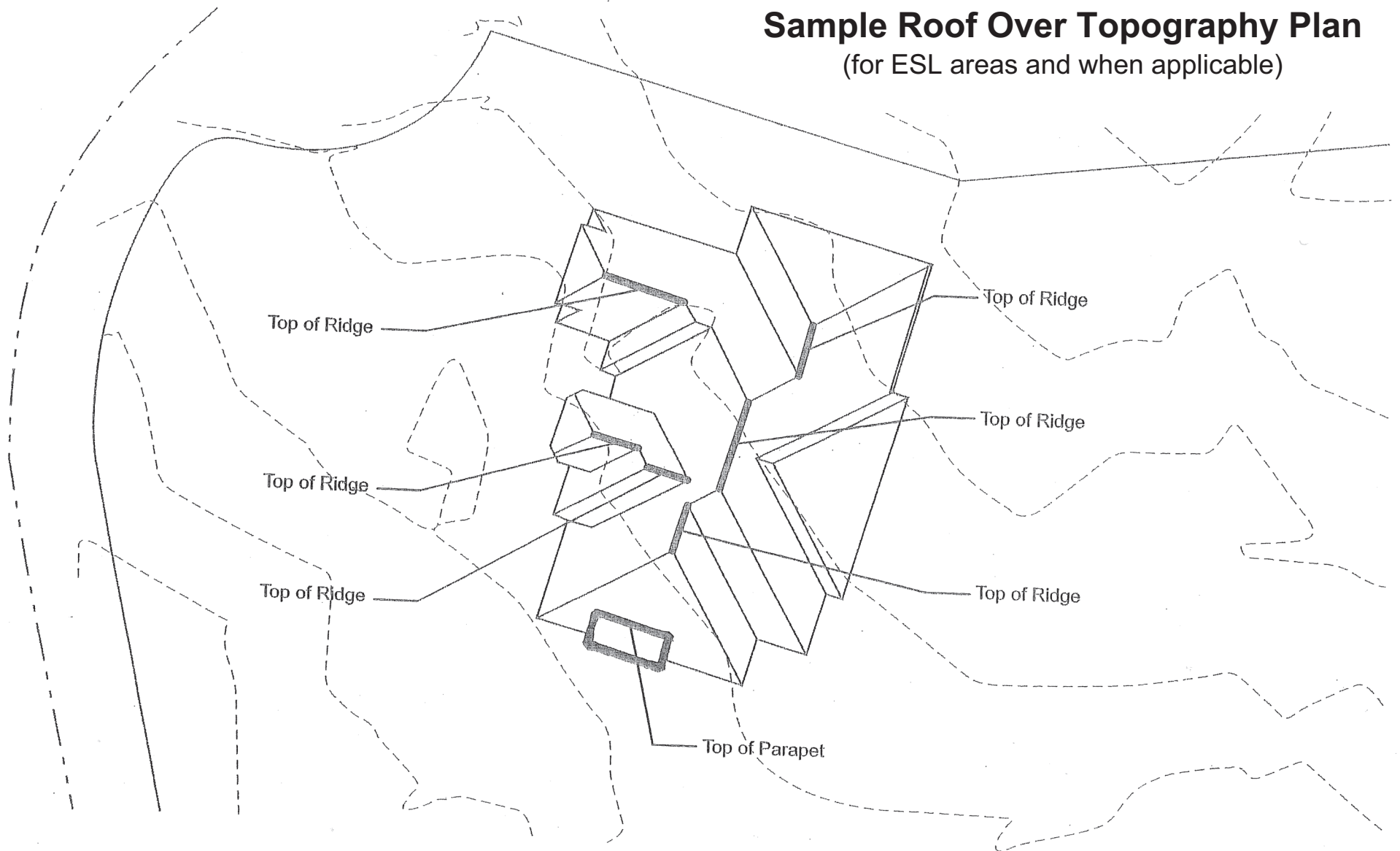


6'- 8\"x8\"x16\" CMU WALL PER CITY OF SCOTTSDALE STD. DTL.



BSL = Building Setback Line

# Sample Roof Over Topography Plan (for ESL areas and when applicable)



Call out LF88.

Call out all roof elevations (ridge, parapet, chimney, etc.) at 88datum.

Height will be calculated from the pre-disturbed natural grade by determining the difference between the roof elevations and the contour lines directly below them.

# SINGLE FAMILY VALUATION/ FIRE SPRINKLER WORKSHEET 2001.1

**Job Address:**

	USE	SQ. FT.		VALUE			VALUATION*	
<b>EXISTING NON-SPRINKLED BUILDING</b>								
<b>A</b>	LIVABLE / CONDITIONED AREA		X	118.45		=		
	BASEMENT - UNFINISHED		X	47.80		=		
						<b>TOTAL A</b>	=	
<b>B</b>	GARAGE		X	47.80		=		
	CARPORT		X	47.80		=		
	COVERED PATIO		X	47.80		=		
					<b>TOTAL B</b>	=		
<b>C</b>	<b>TOTAL EXISTING VALUE, (A+B)</b>					<b>TOTAL C</b>	=	
<b>D</b>	<b>FACTORED EXISTING VALUE</b>		X	<b>25%</b>		<b>TOTAL D</b>	=	
<b>NEW CONSTRUCTION/ADDITION</b>								
<b>E</b>	LIVABLE / CONDITIONED AREA		X	118.45		=		
	BASEMENT - UNFINISHED		X	47.80		=		
						<b>TOTAL E</b>	=	
<b>F</b>	GARAGE		X	47.80		=		
	CARPORT		X	47.80		=		
	COVERED PATIO		X	47.80		=		
					<b>TOTAL F</b>	=		
<b>REMODELED AREAS, includes work requiring permit per IRC 105.2 amended.</b>								
<b>G</b>	LIVABLE / CONDITIONED AREA		X	118.45	X	30%	=	
	GARAGE		X	47.80	X	30%	=	
	CARPORT		X	47.80	X	30%	=	
	COVERED PATIO		X	47.80	X	30%	=	
	BASEMENT - UNFINISHED		X	47.80	X	30%	=	
					<b>TOTAL G</b>	=		
<b>H</b>	<b>TOTAL NEW AND REMODEL, (E+F+G)</b>					<b>TOTAL H</b>	=	

**IF H > D FIRE SPRINKLERS WILL BE REQUIRED**

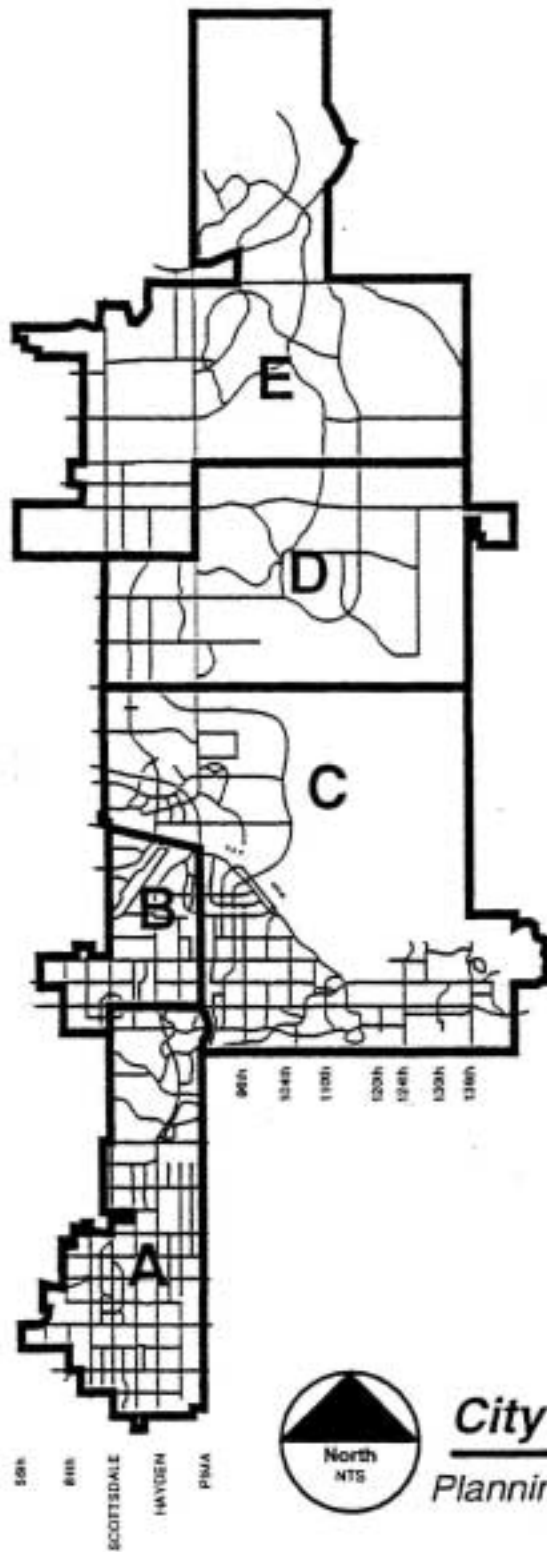
**IF TOTAL H > 50% of TOTAL C**

\* Values per <https://cdn-web.iccsafe.org/wp-content/uploads/BVD-0218.pdf>

Revised 06/07/2018.

**The scope of work and related square footages provided are subject to field verification. Where discrepancies are encountered by the inspector, work shall stop and a new worksheet shall be completed, inclusive of the entire known scope of work. Sprinklers shall be installed if indicated on the revised worksheet.**

- JENNY LYNN
- CIRCLE MOUNTAIN
- HONDA BOW
- ROCKAWAY HILLS
- DESERT HILLS
- JOY RANCH
- STAGECOACH PASS
- CAREFREE HWY.
- DOVE VALLEY
- LONE MOUNTAIN
- DOOLITA
- DYNAMITE
- JOMAX
- HAPPY VALLEY
- PINACLE PEAK
- DEER VALLEY
- BEARDSLEY
- OUTER LOOP
- FRANK LLOYD WRIGHT BLVD.
- GREENWAY
- THUNDERBIRD
- SWEETWATER
- CACTUS
- CHOLLA
- SHEA
- DOUBLE TREE
- MCCORMICK
- INDIAN BEND
- MCDONALD
- CHAPARRAL
- CAMELBACK
- INDIAN SCHOOL
- THOMAS
- MCCOWELL
- MCKELLIPS



**City Of Scottsdale**  
 Planning Zones



# Plan Review Fee Schedule

## Single Family Residential



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Single Family Custom Homes

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.
Fences	\$0.15 Ln. Ft.
Retaining walls	\$0.15 Ln. Ft.

### Single Family Addition

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non A/C)	\$0.25 Sq. Ft.

### Single Family Remodel

Livable area with A/C	\$0.40 Sq. Ft. x 30%
-----------------------	----------------------

### Single Family Standard Plan

Livable area with A/C	\$0.40 Sq. Ft.
Covered area (non-A/C)	\$0.25 Sq. Ft.
Additional elevations (maximum 5)	\$90 each

### Engineering Review (per sheet)

Civil and Improvement Plans	\$775
Revision to Civil and Improvement Plans	\$265
Easements – Releases	\$775

### Miscellaneous Plan Reviews

Native plant	\$90 per hour
Fence only	\$90 per hour + \$0.15 LF
Retaining walls only	\$90 per hour + \$0.15 LF
Revision to approved plan	\$90 per hour
Minimum review	\$90 per hour
Benchmark revision	\$90 per hour

**Note: This schedule is not all-inclusive and other fees may apply.**

## Planning & Development Services

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# Permit Fee Schedule

## Single-Family Residential



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

### Single Family Custom

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

### Single Family Addition

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
GIS Fee	\$285
Lowest floor certificate review	\$265

### Single Family Detached Structure

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

### Single Family Standard Plan

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft
Covered area non A/C	\$0.40 Sq Ft
15% Admin Site Review Fee	Varies based on square footage
Certificate of Occupancy	\$145
GIS Fee	\$285
Lowest floor certificate review	\$265

### Fence Walls

Base Fee	\$175
Linear Footage	\$0.20 LF

### Retaining Walls

Base Fee	\$175
Linear Footage	\$2.00 LF

### Single Family Remodel

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft x 30%
Covered area non A/C	\$0.40 Sq Ft

### Single Family Remodel with Roof Modification

Base Fee	\$175
Livable area with A/C	\$0.70 Sq Ft x 70%
Covered area non A/C	\$0.40 Sq Ft

### Single Family Addition Less than 500 Sq. Ft.

Base Fee	\$175
Covered area non-A/C	\$0.40 Sq Ft
Livable area with A/C	\$0.70 Sq Ft
Lowest Floor Certificate Review	\$265 special flood hazard areas only

**Note: This schedule is not all-inclusive and other fees may apply.**

## Planning & Development Services

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## Miscellaneous Water Meter/Service Charges

### Proposed Effective July 1, 2016

Source: City of Scottsdale Revised City Code Section 49

METER SIZE	METER ONLY (1)	SERVICE ONLY	TURBINE METER ONLY	METER AND SERVICE	FIRELINE SERVICE	TEMPORARY CONSTRUCTION METER DEPOSIT
5/8"	\$250	\$908	N/A	\$1,158	N/A	N/A
3/4"	\$300	\$919	N/A	\$1,219	N/A	N/A
1"	\$315	\$979	N/A	\$1,294	N/A	\$300
1.5"	\$472	\$1,576	N/A	\$2,048	\$1,700	N/A
2"	\$568	\$1,810	N/A	\$2,378	\$1,813	N/A
3"	**	**	**	**	**	\$1,200

\*Meter and Service Located Outside Of City Limits - Add 25% Surcharge per City Code Sec. 49-21 Connection and Meter Installation Fees

\*\*Rates for 3" Meters and Larger, Contact Development Services at 480-312-2500

Refuse Container	\$86.10
Recycle Container	\$61.71
Move Service & Meter or Meter Only	
Less than 15 Feet	\$322
Greater than 15 feet	Actual Cost
Raise or Lower Service & meter to Grade	\$200
Meter Bench Test – Malfunctioning	\$0
Meter Bench Test – Normal Functioning	\$50
Water Main Shutdown	\$260

Call Utility Billing at 480-312-2461 for questions on Hydrant Meters

Call Development Services at 480-312-2500 for questions on Construction Flow Meters

Learn More at:

[Scottsdaleaz.gov/Assets/Public+Website/water/Water+Operations/ConstHydrantMeterFS.pdf](http://Scottsdaleaz.gov/Assets/Public+Website/water/Water+Operations/ConstHydrantMeterFS.pdf)

### City of Scottsdale

Miscellaneous Water Meter/Service Charges

# Request for Site Visits and/or Inspections

## Construction Document Application



**This request concerns all property identified in the construction document (plan review) application.**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the construction document.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the construction document in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner /Property owner's agent: \_\_\_\_\_

Print Name

Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Plan review number: \_\_\_\_\_

### Planning and Development Services

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