

	<b>City of Casa Grande</b> <b>Development Center Policies &amp; Procedures</b>	<b>Effective Date:</b> February 2, 2015
	Title: <h1 style="margin: 0;">Residential Building Plan Submittal Requirements</h1>	<b>Date Reviewed:</b> February 2, 2015
		<b>Department of Primary Responsibility:</b> Building Safety
		<b>Policy Number:</b> <b>B - PR - 002 - 2015</b>

The requirements in this document are a guide and are NOT all inclusive as your design will dictate the plan details required to show codes compliance of your structure. The City does a plan review to check for code compliance before issuing a building permit. During the planning stages of a project, we sometimes have several meetings with owners and the design team to discuss code issues and answer questions. After the design is finalized the City does a plan review that, to the best of our ability, identifies code issues to be corrected before the permit is issued and construction starts on the structure.

All plans submitted for review shall have digital copies attached. Minor residential permits may have this requirement waved by the Building Official.

Resubmissions of revised drawings per City comments shall be one complete submission. The applicant may either submit new complete sets of drawings or the corrected pages. IF submitting only the corrected pages applicant must remove and replace these pages in City offices. The city WILL NOT replace pages in ANY plan set. A complete digital copy of the final City Reviewed Plans is to be submitted before the permit is picked up.

### ***Design Professional Required.***

Detached single-family dwellings are not required to have sealed drawings. However all engineered systems and/or structural components shall be sealed by the design engineer with calculations provided as required.

Arizona Law does have exceptions to licensing requirements. See ARS 32-144

### ***Pre-engineered generic plans for aluminum awnings.***

A set of plans may be brought to the Development Center and left for a cursory review of the design parameters and other design assumptions that show the basic design meets all building code requirements set forth for the City of Casa Grande for wind, seismic, soils bearing and other design requirements. If the submitted drawings meet these requirements we will keep the drawings as a file copy. When applying for a permit based on these drawings the applicant shall provide two copies of the plan cover/information sheets and all sheets applicable to this installation. These sheets must have the information, table & column, fasteners, and any other design information highlighted or otherwise marked showing all information needed to install the structure. These submittals for these projects will be processed as with any other permit.

The full set of the reference design drawings are NOT a “standard plan”. Rather, in this case, they are retained as a reference set for comparison of future submittals. This is to relieve the applicant from having to submit a full set of drawings with each permit.

### ***Residential Plan Requirements***

- 1) **Building Permit Application** that is completely filled out, including the Log-in Check List and any other required documentation and applications.
- 2) **Energy Code Compliance Documentation**
- 3) **Plot Plan: 2 sets.**
  - A) Lot dimensions.
  - B) Building footprint with all projections including overhangs & decorative trims
  - C) Show the dimensions from the finished face of wall or projections to all property lines and/or other buildings.
  - D) North arrow.
  - E) Building Setbacks, Easements, etc.
  - F) Sewer and water lateral locations from street to house.
  - G) Height of finished floor above the lowest top-of-curb or edge of pavement on the lot.
  - H) Location of any and all retaining walls, fences, accessory structures, etc. (which may require separate permits).

4) **Residential Building Plans; 2 sets that include:**

A) **Title Page including:**

- i) Design Codes
- ii) Building Occupancy classification(s)
- iii) Building Construction Type
- iv) Building square footage (List house, garage, porch, deck, etc. and total square footage)
- v) Building height
- vi) Fire Sprinklered / Unsprinklered
- vii) Water Service information to include: number of meters, meter size(s), and service line size(s)
- viii) Amp rating of electrical service
- ix) Correct complete plan page index
- x) List of any Special Inspections required.

B) **Foundation Plan:**

- i) Soils report by an engineer. (If required)
- ii) Structural and architectural details
- iii) Footings, foundation, piers, and grade beam locations & sizes (engineered design if required)
- iv) Reinforcing spacing and size
- v) Anchor bolt spacing, type, and size
- vi) Slab-on-grade details including post-tensioning cables, re-enforcing bars, WWF or fiber, etc.

C) **Floor Plan:**

- i) Complete architectural plans, with full dimensions and notes
- ii) Include all rooms, labeled as to their use with all window and door locations
- iii) All wall-to-wall dimensions
- iv) All room finished ceiling heights
- v) All door and window sizes and operation on the plans (swing, slider, single hung, fixed etc.)
- vi) Show all appliance locations and types along with SES, subpanel, and gas meter locations

D) **Exterior Elevations:**

- i) Identify finish materials to be used
- ii) All four elevation views including decks, porches, patio, slab-on-grade, etc.
- iii) Indicate finish grade location at building exterior

E) **Structural and Architectural Details: (to include all applicable from following).**

- i) Roof, to include eaves, overhangs, rake and gables
- ii) Structural framing details. Including post and girder intersections
- iii) Structural section with details at foundation, floor and roof levels
- iv) Cross section view in each direction specific to the structure, generic not acceptable
- v) Identify all materials, material sizes, spacing, etc.

F) **Prefabricated Roof and Floor Trusses provide** Manufacturer's Specifications, calculations, drawings, and installation instructions, Signed and Sealed by the PE that designed them

G) **HVAC Details:**

- i) Location and size of HVAC equipment
- ii) ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other *approved* heating and cooling calculation methodologies. Prior approvals for other than ACCA calculation are required.

H) **Plumbing Details:**

- i) Provide a single-line riser diagram showing meter location, proposed piping runs, pipe sizes, valves, all plumbing fixtures and water heater locations
- ii) Show all floor drain locations

I) **Gas Piping details**

- i) Provide a single-line riser diagram showing meter location, proposed piping runs, pipe sizes, valves, regulators, supply pressure, equipment locations and demand factors
- ii) Show proposed piping runs on floor plans (and elevations if applicable)
- iii) Provide details to show exterior envelope penetrations and weather protection provisions

J) **Electrical Details:**

- i) Service meter location and main breaker size in amps
- ii) Sub-panel locations(s)
- iii) Detail intended locations of ground fault, arc-fault, smoke detectors, and equipment servicing outlets on the plans
- iv) Show required exterior egress and equipment servicing lighting
- v) Photovoltaic equipment, panels, etc. if installed. (See additional information in the Solar section below)

K) **Stair Details:** (specific to the plan, not generic)

- i) Stairway width, rise, run, landing length, and headroom height
- ii) Handrail, guardrail, and baluster details

L) **Solar Systems:** (PV and Water Heaters) See Solar System requirements in a separate document.