

This checklist has been provided to assist applicants in assembling documentation needed to complete a RESIDENTIAL REMODELING submittal. This document is not intended to be a complete reference for all situations, but a helpful starting point, addressing many common concerns. Not all the information below will be needed for every project. We recommend consulting AROC contractors, licensed architects, or engineers for more complete information. Generally, the more complete the submittal, the more the consumer is protected and the more quickly we can verify code compliance.

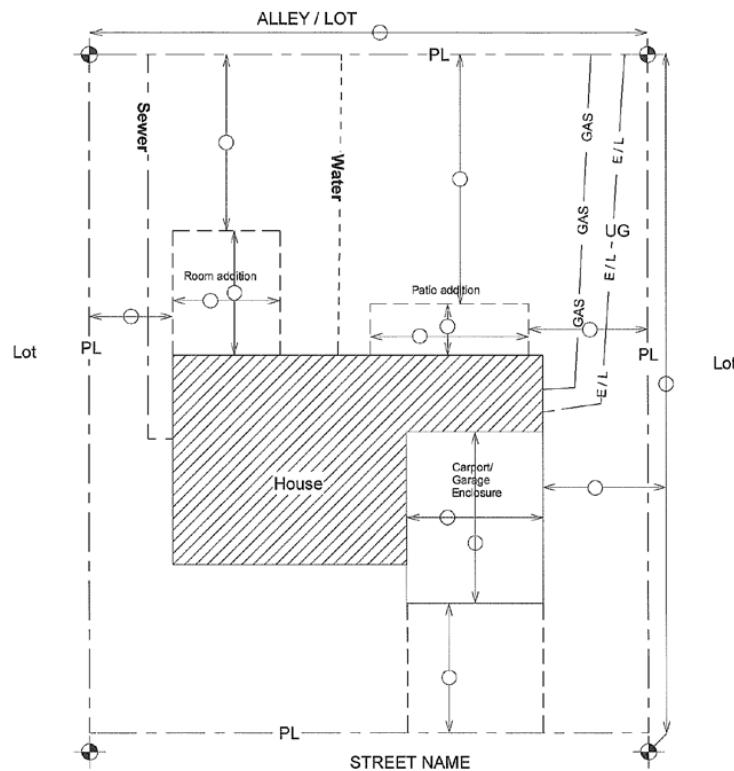
Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

- Completed Building Permit Application Electronic submission to [dcpermits2@gmail.com](mailto:dcpermits2@gmail.com)
  - Cover Sheet**
    - MUST Identify Current Code References Used (2018 IRC, 2018 ISPSC, 2019 City of Casa Grande Building and Technical Amendments)
    - Project Name, Project Address with Sheet Index matching the plan sheets provided
    - All sheets MUST have 2x2 empty box in upper right corner for approval stamp
  - Site Plan (see sample Site Plan below)**
    - Property Dimensions with Setback Dimensions to all Property Lines
    - Finished Floor Elevation
    - Lot Coverage (Sq. ft. of all areas under roof / sq. ft of total lot = % of lot coverage)
    - Label Adjacent Streets
    - Driveway Dimensions Measured to Sidewalk and Side Property Line(s)
  - Demolition Plan** Defining Scope of Work
  - Foundation Plan** (if modified) with Dimensions, Materials, Reinforcement Bar (include new footing information if point loads change)
  - Floor Plan with Dimensions & Room Labels (see sample Floor Plan below)**
    - Wall Framing Plan and Ceiling Joist Sizing
    - Wall Thickness and type (2x4, 2x6, CMU, etc.)
    - Door Types and Sizes, Header Sizes
    - Show/Label Emergency Escape and Rescue Openings
    - Window Type and Sizes (show safety glazing where needed), Header Sizes
    - Firewall Separation Details as required (garages, multi-family dwellings)
    - Steps Elevation (including rise, run, headroom, and handrails)
    - Roof Framing Plan, Rafter Sizes or Engineered Truss Calculations (**see Sample Roof Framing Plan below**)

- Exterior Elevations** (all altered sides), (see sample Exterior Elevation below)
  - Siding Material and Color
  - Dimensions from Grade (earth-wood clearance)
  - Finished Floor Height
  - Plate and Header Height
  - Show Utility Clearances as required (gas meter, electric meter, etc.)
  - Insulation Material and Thickness showing Building Envelope (see sample Floor/Structural Elevation below)
  - Roof Covering Detail, Show New Material & Existing Layers (if applicable)
  - Roof Height (to peak or top of ridge)
- Electrical Plan** (see Electrical Plan sample below)
  - A One-Line Diagram
  - Load Calculations (to demonstrate new work does not overload existing system)
  - Panel Schedule
  - Fixture/Receptacle Layout
  - Smoke Detector Placement (updated to current code)
  - Carbon Monoxide Detector Placement, if required (updated to current codes)
- Mechanical Plan** including:
  - List New Mechanical Equipment
  - Manual ACCA J, D, and S calculations
  - Duct layout (Show size, supply & return register locations, duct insulation R value)
- Plumbing Plan** including:
  - Fixture calculations for whole house (supply WSFU and drainage DFU)
  - Water Service Size
  - DWV Isometric Drawing (noting pipe sizes)
  - Gas Isometric Drawing and appliance BTU's
- Fire Sprinkler Plan** – Required for 5,000 livable sf or greater (may be deferred)
- Fees are due prior to issuing permit**



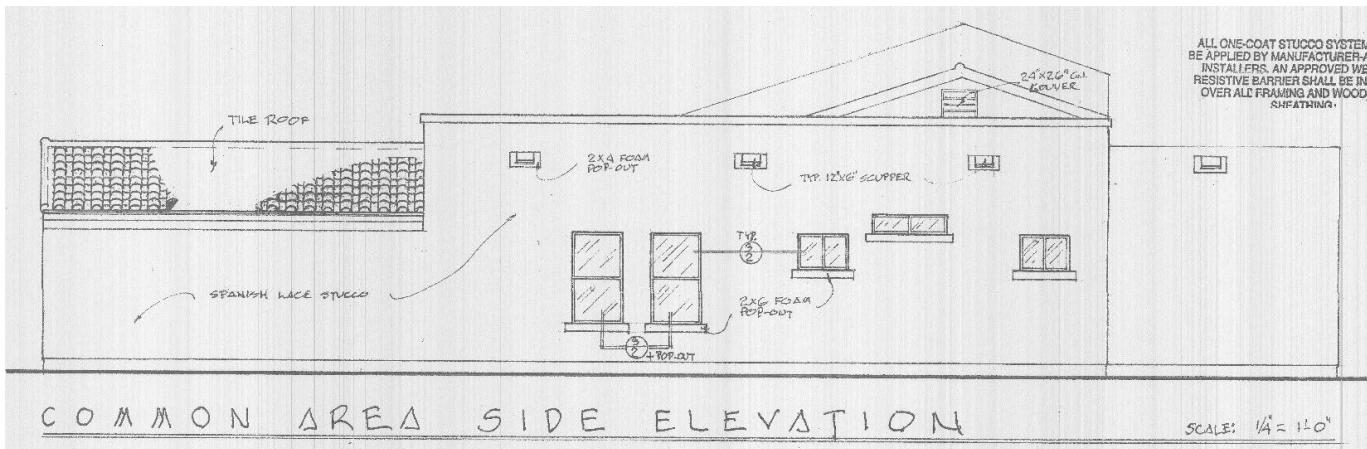
# Residential Remodeling Checklist



THE SITE PLAN IS A AERIAL VIEW OF YOUR PROPERTY, SHOWING WHERE THE EXISTING HOUSE AND BUILDING ARE AND WHERE THE NEW WORK IS BEING DONE.

- Site plan to be drawn to a scale  
Show dimensions represented by circle when applicable to permit application  
Show size and location of all existing structures, pools and spa  
Show location of all utilities. Gas, electric, (note if overhead or underground ), sewer, water  
Show size and location of parking when carport or garage is enclosed into livable area  
Show all streets, alley and adjacent lots

## Sample Site Plan

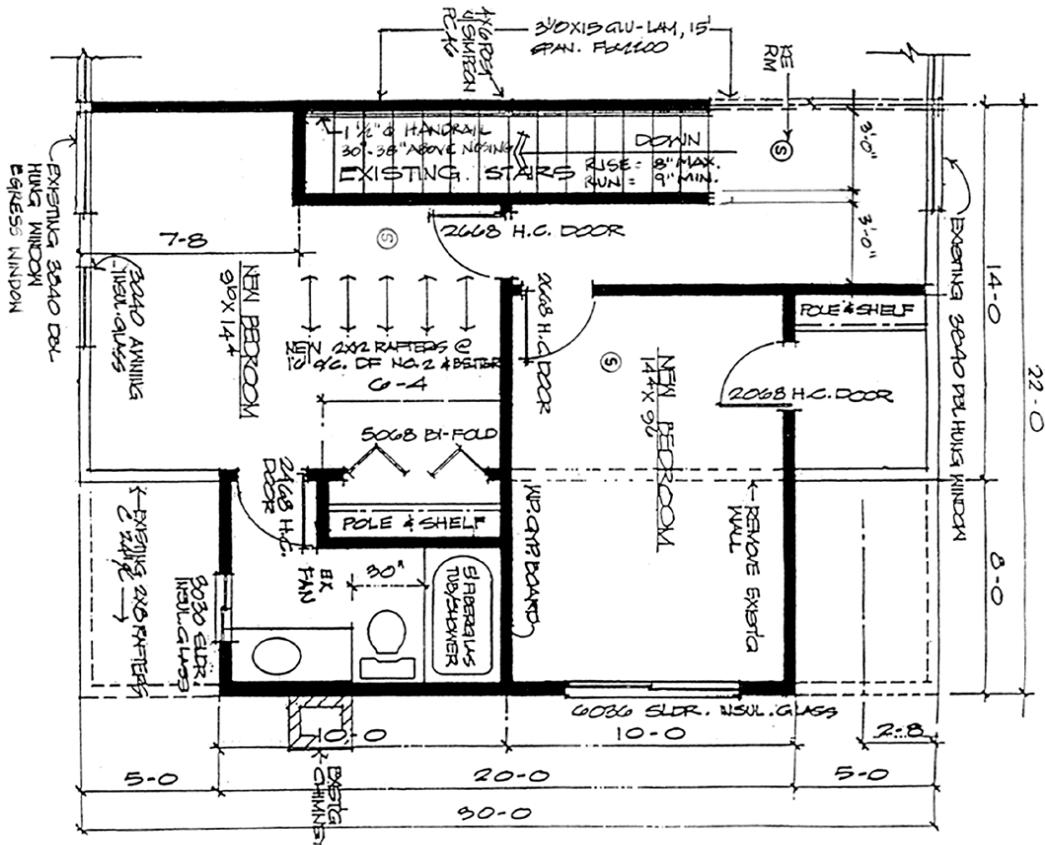


## Sample Exterior Elevation

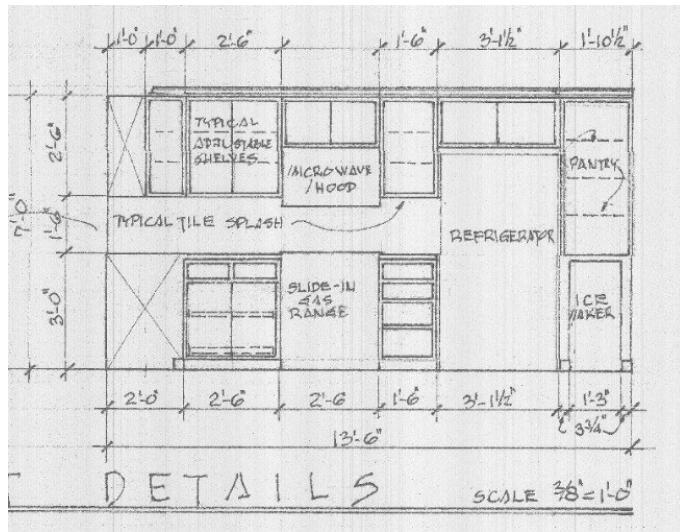
*(These drawings provided as examples and may not include all necessary information for your specific project)*



# Residential Remodeling Checklist

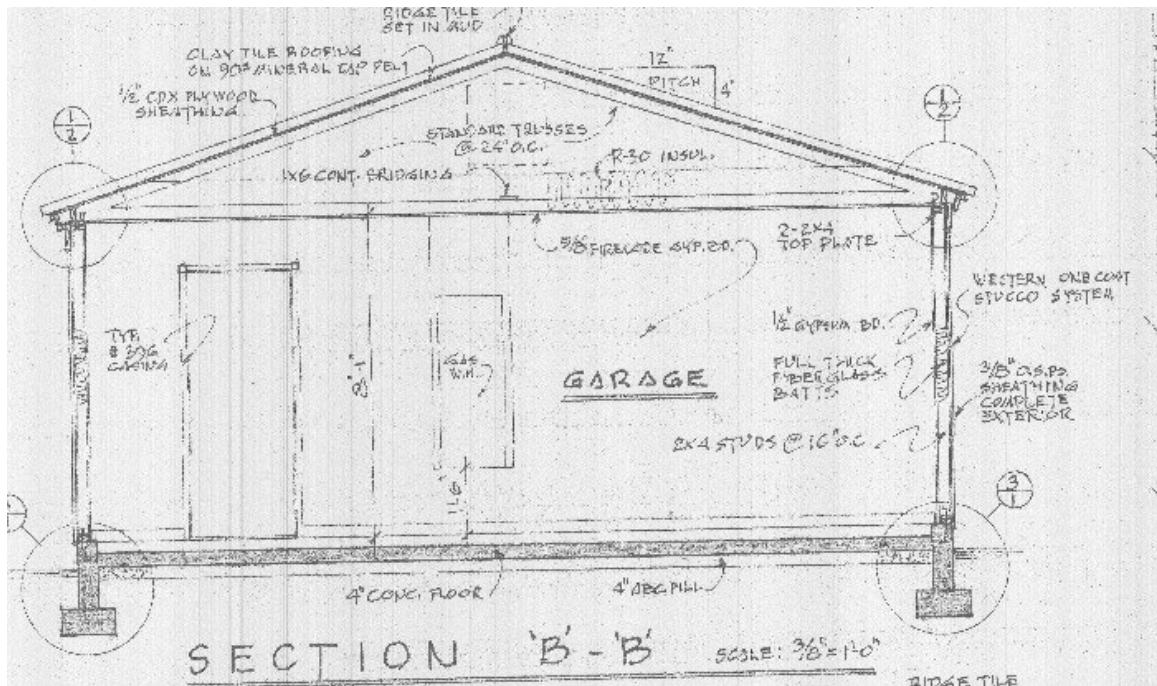


## Sample Floor Plan

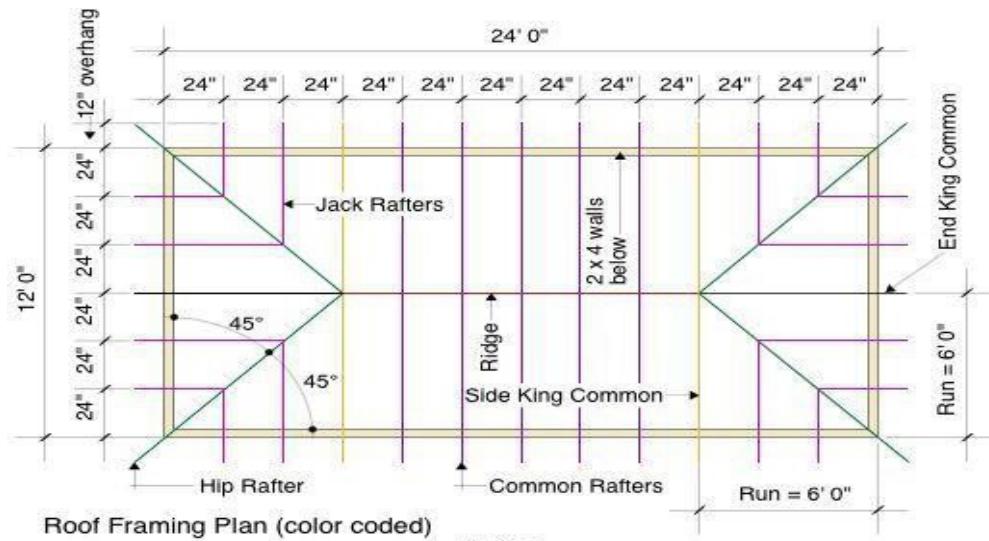


## Sample Cabinet Elevation/Detail

*(These drawings provided as examples and may not include all necessary information for your specific project)*



**Sample Floor/Structural Elevation**



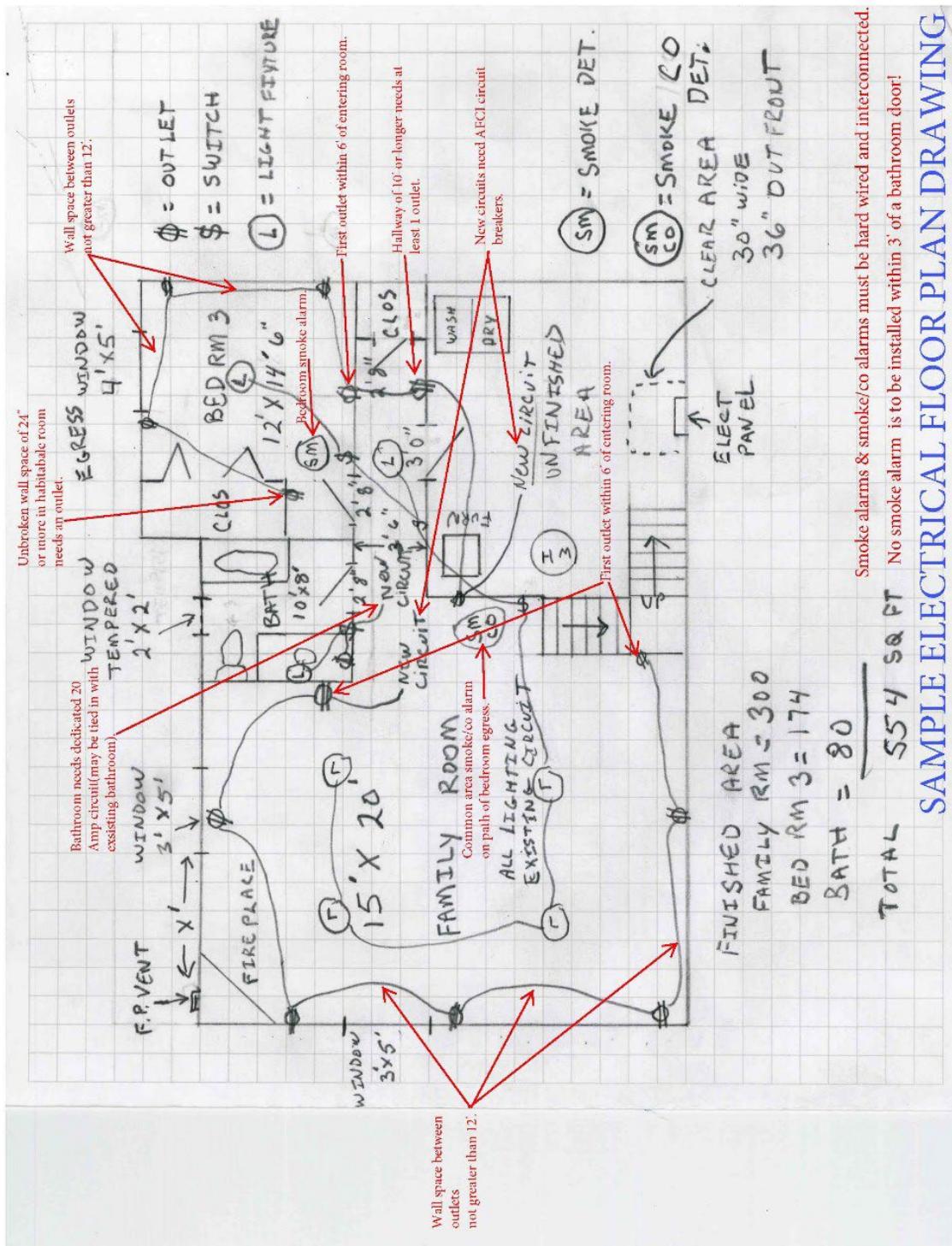
**Notes:**

The Ridge Board and Hip Rafters are 2 x 8 - #1 Spruce-Pine-Fir mix (SPF), stress rated.

All other roof members are 2 x 6 SPF #2 or better.

## Sample Roof Framing Detail

*(These drawings provided as examples and may not include all necessary information for your specific project)*



## Sample Electrical Drawing with Comments/Tips

(These drawings provided as examples and may not include all necessary information for your specific project)