

**RESIDENTIAL PLAN SUBMITTAL CHECKLIST**  
**BUILDING DIVISION**

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An administratively complete submittal to the Building Division is achieved when a completed application is received along with all of the plans and information contained within the checklist. Additionally, all required permits and approvals from the other County Development Divisions including but not limited to Planning and Zoning, Environmental Quality and Engineering Division shall be obtained as part of an administratively complete building permit. Until the administrative completeness is obtained the permit will be kept in a "Pending" status. If the application remains incomplete for a period of 180 days the application will be denied as incomplete and all deposits are non-refundable.

Review of Building Plan Submittals by the Community Development Department is to establish conformance with the Adopted Zoning and Building Ordinances, Codes, and all applicable Federal and State laws and Requirements.

**Plan Review Time Frames:**

Once an application is deemed administratively complete the substantive plan review will begin. During the substantive review timeframe, one written request for additional information may be made to the applicant.

Additional request for information for both the administratively complete submittal and the substantive review may be obtained from the applicant and in accordance with the Arizona Revised Statutes § 11-1605 (E) and (G).

- **Small residential plans include, but not be limited to:** Additions, garages, decks, remodels, repair, revisions, barns, carports, green houses, storage sheds, pump houses, renewable energy, fences, cabanas, studios, and relocation projects.
- **Single Family Dwellings (One – Two Family Dwellings.)**

The total time for approval or denial of the Building Division residential building permits are as follows:

Building Division	Administrative Complete:	Substantive Review:	Overall Time Frame:
Small Plans:	15 Calendar Days	21 Calendar Days	35 Calendar Days
Single Family Dwellings:	15 Calendar Days	21 Calendar Days	63 Calendar Days

**Utility Permits are exempt from this process, but in some rare occasions when a review needs to be preformed, the small plans time frames and checklist shall apply.**

Additional request for time extension for Substantive Plan Review may be given from the applicant and in accordance with the Arizona Revised Statutes § 11-1605 (H).

## **CHECKLIST FOR ADMINISTRATIVE SUBMITTAL OF RESIDENTIAL BUILDING PERMITS:**

**The Building Official is authorized to waive the construction documents, if he determines they are not necessary.**

For minimum plan requirements please reference **Building Permit Procedures and Minimum Plan Requirements for Residential Projects** this will ensure a timely review. **1 complete set of construction plans are required with 1 scaled site plan. Checklist as follows:**

### **Application and Site Plan**

- Complete the application form.
- When the applicant is not the Owner, Contractor or State of Arizona Registrant of the subject project, provide an Owner Authorization for Submittal and Release of Construction Document to obtain building permits letter.
- When the subject project is for sale or is a rental, a licensed Arizona Register Contractor shall be required to perform the work.
- Complete site plans.
- Submit the Right of Way, Grading & Drainage Application with the Building Permit Application, Provide 1 site plans with the Right of Way, Grading & Drainage applications. (When applicable)
- Copy of a complete site plan and 1 extra copy of the floor plan for Environmental Quality. (When Applicable)
- Community sewer approval letter. (When applicable)
- When the project is located in an area with a Home Owners Association. HOA approval is required.
- Contractor's information. (When applicable)
- Architect/Engineer. (When applicable)

**Plan Submittal List.** Can include but not be limited to: Single family dwellings (One – two family dwellings), additions, studios, remodels, garages, carports, sheds, decks, covered patios, barns, cabanas, pump houses, green houses, renewable energy, tanks, towers, relocation projects, flag poles, repairs, revisions, foundations, and fences.

- Foundation plans and details.
- Floor framing plans and details.
- Floor plans and Basement floor plans for proposed construction.
- Electric floor plans.
- Roof framing plans and details.
- Elevation plans.
- Cross section drawings.
- Existing floor plan. (For remodels, additions or when applicable)
- Manufacturer's roof truss or I-joint specification for the roof framing. (When applicable)
- Manufacturer's floor trusses or I-joint for the floor framing. (When applicable)
- Manufactured specifications for equipment. (When applicable)
- Plumbing schematic. (When applicable)
- Mechanical plans and calculations. (When applicable)
- Panel schedule. (Electric schematic when applicable)
- Required engineering and calculations. (When applicable)
- If proposing custom windows, 2 copies of the computer model bid certificate are required. (When applicable)
- Fire sprinkler plans with Fire Marshal approval or 3<sup>rd</sup> party approval. (When applicable)

## **Division Approvals**

NOTE: Applications will be accepted without the approvals from Planning and Zoning, Environmental Quality and Engineering, however the Building Permit Application will not be deemed administratively complete without the approvals from these divisions.

- Approval from Community Development Planning and Zoning. (When Applicable)
- Approval from Community Development Environment Quality. (When applicable)
- Approval from Community Development Engineering on Grading and drainage. (When applicable)
- Approval from Community Development Engineering on Right of Way Encroachment. (When applicable)

### **Non-Refundable Deposit:**

Make checks payable to Coconino County Community Development.

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| • Single Family Dwellings (One – Two Family Dwellings.) | \$300.00 |
| • All other residential or accessory structures.        | \$40.00  |

Final Fees are base on square foot valuations of the different classifications of the structures, Plumbing, Mechanical, Electrical fixtures, Mileage, Hours & Sheets copied, and Bid Valuations when applicable. These fees are paid at the time of issuance of the building permit. A Break down of these fees may be requested at Coconino County Community Development.

## **Planning and Zoning Review Process for Residential Building permits**

### **Administrative Review**

Administrative completeness shall be determined within five (5) calendar days of submittal of a building permit application. Required plans must meet the minimum standards as specified in the Minimum Residential Building Plan Requirements and must include the following:

- Site plan
- Foundation plan
- Floor plan
- Elevations

Additionally, administrative review will not be complete until all other permits and approvals have been obtained. Applicants will be notified in writing of an incomplete application with a list of deficiencies. Notice in writing of application deficiencies shall suspend the administrative completeness timeframe until such time as all deficiencies have been addressed.

### **Substantive Review**

Substantive Review will be completed within fifteen (15) calendar days from the determination that the application is administratively complete. One written request for additional information may be made to the applicant during this review process. Review includes proposed and existing use compliance, Zone development standards compliance (setbacks, structure height, building separations, etc.), and floodplain review and analysis.

*During review, it may be determined that additional permits or approvals may be required. These items can include, but are not limited to:*

- Conditional Use Permit
- Variance
- Administrative Adjustment
- Abandonment
- Zone Change
- Temporary Use Permit
- Floodplain Permit
- Sign Permit

Other agency approvals (such as from ADOT or ADEQ)

**The total time for the approval or denial of the Planning and Zoning residential building permit review is twenty-eight (28) calendar days. Timeframes are suspended and may be waived in accordance with ARS § 11-1601 et sec.**