



**COMMERCIAL PLAN
SUBMITTAL
GUIDELINES
CHECKLIST**

**Handout
201**

REV 07/19

ADOPTED CODES (with City Amendments per Ordinance 2019-12)

**2018 International Building Code (IBC)
2018 International Residential Code (IRC)
2018 International Plumbing Code (IPC)
2018 International Fuel & Gas Code (IFGC)
2018 International Mechanical Code (IMC)
2018 International Energy Conservation Code (IECC)
2018 International Property Maintenance Code (IPMC)
2017 National Electric Code (NEC)
2010 Americans with Disabilities Act Accessible Guidelines (ADAAG)
2018 International Fire Code (IFC)**

Current Peoria Zoning Ordinances

** REVISIONS – the City of Peoria requires a submission letter from the design professional identifying each change and each revision must be bubbled or clouded with a key or notation made to match revision block on drawings.*

**Development & Engineering Department
Building Development**

9875 N. 85th Avenue
Peoria, Arizona 85345
623-773-7225 (FAX: 623-773-7245)
building.applications@peoriaaz.gov

www.peoriaaz.gov/development

PLAN SUBMITTAL: FOUR (4) COMPLETE SETS OF THE FOLLOWING:

Applicant must submit plans for each individual building (separate submittal required as stated in IBC Section 107)

ARCHITECTURAL:

- Structural calculations
- Soils report
- Specification book (when applicable)
- Cover sheet to include the following:
 - Building code summary (occupancy, construction type, allowable area increase)
 - Project data (project name, architect, engineer, contractor)
 - Area summary (square foot of each occupancy)
- Drawing index
- Location map
- Exiting diagram (required exit locations)
- Fire resistive wall, floor and ceiling assembly schedule (if required)
- Site plan
- Civil engineering plans
- Landscape plans
- Floor plan, not less $\frac{1}{4}'' = 1'0''$, large buildings over 50,000 square feet $\frac{1}{8}'' = 1'0''$
- Exterior elevations
- Door/window schedules
- Interior elevations, floor and wall types
- Handicapped accessibility and restroom details
- ADAAG requirements
- Roof details
- Stair details
- Unit Addressing Plan – Refer to Unit Addressing Standards and Guidelines (Handout 204)

STRUCTURAL:

- Foundation plan
- Roof framing plan
- Floor framing plan
- Foundation details
- Structural details (connections, beams, headers, joist)
- Shear wall plan
- Structural schedules and specifications
- Floor plan, not less $\frac{1}{4}'' = 1'0''$, large buildings over 50,000 square feet $\frac{1}{8}'' = 1'0''$

FLOOR PLAN:

- 11"X17" copy of the floor plan for New Commercial Tenant space. Floor plan not required for Shell only permits.

MECHANICAL:

- HVAC plan
- HVAC details
- HVAC schedules and specifications
- Energy calculations
- Roof access details (ladder)
- Floor plan, not less 1/4" = 1'0", large buildings over 50,000 square feet 1/8" = 1'0"

PLUMBING:

- Waste and vent isometric
- Gas line isometric
- Waste fixture unit load schedule per Chapter 7
- Water fixture unit load schedule per Chapter 6, Appendix E
- Water service pressure loss calculations for domestic and landscape per 2018 IPC
- Backflow prevention details and specifications
- Domestic and landscape water meter locations
- Floor plan, not less 1/4" = 1'0", large buildings over 50,000 square feet 1/8" = 1'0"
- Interceptors (when applicable)

ELECTRICAL:

- Electrical site plan
- Building electrical plan
- Electrical legend
- One-line diagram with notes
- Feeder schedule
- Panel schedules
- Emergency lights, exit signs, exit discharge illumination
- Series rated equipment: provide note and fault current calculations
- Floor plan, not less 1/4" = 1'0", large buildings over 50,000 square feet 1/8" = 1'0"

PRETREATMENT:

Please contact Environmental Resources for current requirements at (623) 773-8473 or pretreatment@peoriaaz.gov

FIRE PROTECTION:

Please contact Peoria Fire Prevention Department for current requirements at (623) 773-7279 or <http://www.peoriaaz.gov/fire>

ADDITIONAL REQUIREMENT:

Storage Racks

1. Free standing racks exceeding 5'9" height require separate plan review and permit (if not included in plan submittal)
2. Free standing racks exceeding 8' height require design by an Arizona Registrant
3. Provide floor plan including storage rack locations demonstrating egress path is not obstructed and locations of exit signs



Building – New Commercial Submittal

