



**COMMERCIAL PLAN  
SUBMITTAL  
GUIDELINES  
CHECKLIST**

**Handout  
201**

REV 08/08

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**ADOPTED CODES (with City and MAG Amendments):**

**2006 International Building Code (IBC)  
2006 International Fire Code w/ amendments (IFC)  
2006 International Mechanical Code (IMC)  
2006 International Property Maintenance Code (IPMC)  
2005 National Electrical Code (NEC)  
2006 International Plumbing Code (IPC)  
2006 International Fuel & Gas Code (IFGC)  
Current Peoria Zoning Ordinances  
AZDAAG**

*\* REVISIONS – the City of Peoria SOP 90 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.*

**Community Development Department  
Building Safety Division**

9875 N. 85<sup>th</sup> Avenue  
Peoria, Arizona 85345  
623-773-7225 FAX: 623-773-7245

[www.peoriaaz.gov/building](http://www.peoriaaz.gov/building)

<b>PLAN SUBMITTAL:      FOUR (4) COMPLETE SETS OF THE FOLLOWING:</b>
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*Plans will be reviewed by Building Safety, Planning & Zoning, and Fire Department.*

*Please contact the Engineering Department at (623) 773-7600 for information pertaining to GRADING PERMITS and other submittal requirements.*

Applicant must submit plans for each individual building (separate submittal required per IBC 106.1)

### **ARCHITECTURAL:**

- θ Structural calculations
- θ Soils report
- θ Specification book (when applicable)
- θ Cover sheet to include the following:
  - θ Building code summary (occupancy, construction type, allowable area increase)
  - θ Project data (project name, architect, engineer, contractor)
  - θ Area summary (square foot of each occupancy)
  - θ Drawing index
  - θ Location map
  - θ Exiting diagram (required exit locations)
  - θ Fire resistive wall, floor and ceiling assembly schedule (if required)
- θ Site plan
  - θ Provide a reference feature sufficient to locate the building in relation to the City of Peoria addressing grid GIS. See Handout 253 for details.
- θ Civil engineering plans
- θ Landscape plans
- θ Floor plan, not less ¼" = 1'0", large buildings over 50,000 square feet 1/8" = 1'0"
- θ Exterior elevations
- θ Door/window schedules
- θ Interior elevations, floor and wall types
- θ Handicapped accessibility and restroom details
- θ ADAAG requirements
- θ Roof details
- θ Stair details

### **STRUCTURAL:**

- θ Foundation plan
- θ Roof framing plan
- θ Floor framing plan
- θ Foundation details
- θ Structural details (connections, beams, headers, joist)
- θ Shear wall plan
- θ Structural schedules and specifications

## **MECHANICAL:**

- θ HVAC plan
- θ HVAC details
- θ HVAC schedules and specifications
- θ Roof access details (ladder)

## **PLUMBING:**

- θ Waste and vent isometric
- θ Gas line isometric
- θ Waste fixture unit load schedule per Chapter 7
- θ Water fixture unit load schedule per Chapter 6, Appendix E
- θ Water service pressure loss calculations for domestic and landscape per 2006 IPC
- θ Backflow prevention details and specifications
- θ Domestic and landscape water meter locations

## **ELECTRICAL:**

- θ Electrical site plan
- θ Building electrical plan
- θ Electrical legend
- θ One-line diagram with notes
- θ Feeder schedule
- θ Panel schedules
- θ Emergency lights, exit signs, exit discharge illumination
- θ Series rated equipment: provide note and fault current calculations

## **FIRE PROTECTION:**

- θ Please contact Peoria Fire Prevention Department for current requirements at (623) 773-7279

## **UNIT ADDRESSING:**

- θ Any building that has or may have suite, apartment, or other unit addressing, must include a site unit addressing plan. See Handout 204 for City of Peoria guidelines on how to develop a site unit addressing plan.
- θ Digital CAD drawing files and image files (PDF) of the site unit addressing plan are required. Contact the Community Development GIS technician to arrange transfer of those files.

## **ADDITIONAL REQUIREMENT:**

### Storage Racks

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