



Community Development and Public Works

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800 • 520-742-1022 (Fax)

Checklist for Model Home Building Plans Using the International Residential Code 2012 Edition Basic Submittal Criteria

ACTIVITY # _____

○ **Notice to Permit Applicant**

It is the applicant/ owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements.

○ **Conceptual Design Review Board**

All models require approval by the CDRB prior to building permit submittal.

○ **Completed Application**

Owner's name, contractor's license number, Oro Valley business license number
Grading statement
Out of State Contractors - Bond exemption certificates (projects over \$50,000) ARS § 42-5007

○ **Cover Sheet**

Plan index, code edition, job title, plan preparer, contractor license, subdivisions where model will be built
Model name or number & Elevation(s)
List of all available options with changes to base square footage (A maximum of 10 options and 3 elevations allowed per model)

○ **Submittal Documents**

Three sets of *bound and sealed* blacklines (preferred) or bluelines (no sepias, mylars, or velums**)
Drawing scale: 1/4" scale minimum
Two *bound and sealed* copies of engineering calculations (gravity/lateral analysis)
Two *bound and sealed* copies of truss calculations and design

○ **Soil Analysis Requirements**

Two Bound and sealed soil report may be required

Must relate to foundation design
If over 1 year old, provide sealed statement that conditions have not changed from engineer.

○ **Floor Plan**

Show all rooms, their uses and dimensions
Window & door schedule (refer to IECC compliance)
Rated separation (if required)
List size in square feet for living, garage, porches, etc.
Reference and schedule all options (indicate square footage)

○ **Elevation Views**

Show all sides of the house
Show existing and proposed grade

○ **Framing Plan**

Plan view of structural components: beams, trusses, headers, and connection details
Size, spacing, species, and grade of materials
Truss layout and engineered design
Attic ventilation schedule and component layout or unvented attic details

○ **Section Views**

Show heights of ceiling and drops and roof members
Label all framing members and show connection details

o **Energy Conservation Code Compliance**

Provide calculations according to 2012 IECC. Comcheck is available at www.energycodes.gov

o **Mechanical Plan**

Plan view of layout of ductwork
Equipment schedule; BTU rating, fuel source, location
Combustion/relief air and exhaust ventilation sizes

o **Plumbing Plan**

Plan view showing layout of fixtures, DWV, water/gas pipe
Fixture schedule, gas/water pipe sizing calculation
Photometric analysis for outdoor lighting code (cut sheets required)

o **Electrical Plan**

Plan view showing outlets, lights and circuit numbers
Panel schedule with circuits, overcurrent device and wire size
Submit load calculations & service size

o **Outdoor Lighting Plan**

A calculation of code compliance shall include the following information submitted in table format:

1. Average size of the lots.
2. Lighting Zone from OVZCR 27.5.E.2
3. Lighting Option used from table 27-5
4. Allowed lumens (shielded & unshielded) per average lot size
5. Lumens used (shielded & unshielded)
6. Luminaire Schedule:
ID number or letter of each outdoor fixture
Identify the fixtures as shielded, unshielded or recessed
Mean lumens per fixture
Quantity of each fixture
Include fixtures that are exempt per code and label those fixtures with the code section allowing exemption.
7. Include height of lights fixtures – Ensure compliance with the OVZCR 27.5.F.1 thru 5

o **Foundation Plan**

Plan view of foundation dimensioned layout
Details of footing size, reinforcement, etc.
Bound and sealed calculations and design for post tensioned slab

o **Fire Sprinklers**

Are they required by Fire Code?
If so, provide note on cover and plumbing sheets regarding deferred submittal of fire sprinklers.

o **Special Inspection Certificates are required for certain items:**

Post tensioned slab
Concrete >2500 psi, Slender Masonry, Some ICFs, Field Welding, High-Strength Bolts, Other as required by engineer
Must be submitted at plan review stage

Deferred Submittals Not Permitted (Except for Fire Sprinklers)

***Note: One set may be a bound and sealed sepi or vellum set.*

Applicant's Signature

Date

Staff's Initials _____

Date _____

| ITEMS SUBMITTED | |
|-----------------|-----------------------|
| | Completed Application |
| | Bluelines/Blacklines |
| | Vellums/Sepias |
| | Structural Calcs |
| | Soils Report |
| | IECC |
| | Post Tension Calcs |
| | Truss Calcs |
| | Project Manual |