



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 Permit from an Approved Model Plan
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.

Bound and sealed soil report required for every site

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

○ **Completed Application**

Owner’s name, contractor’s license number, Oro Valley business license number
Grading statement
List all options used for this model plan project
Out of State Contractors - Bond exemption certificates (projects over \$50,000) ARS § 42-5007

○ **Fire Sprinklers**

Is fire flow available? (IFC 2012); Appendix B-Table B105.1) for minimum required fire flow and flow duration, based on square footage (IFC 2012 Amended B105.1). If fire sprinklers are required, provide 3 sets of bound plans and 2 bound sets of hydraulic calculations. This can be deferred. **If any questions, call Golder Ranch Fire @ 520-818-1017.**

○ **Cover Sheet**

Plan index, code edition, job title

***Sewer card required from Pima County at time of permit issuance.*

***Projects with grading must have grading limits inspected before permit is issued.*

○ **Submittal Documents**

*** **Four** sets of *bound* blacklines (preferred) or bluelines, or 8 ½ “ x 11”
Site Plan with model number, elevation and options to be used
Drawing scale: 1/4” scale
Two *bound and sealed* copies of soil report, **ONLY IF GRADING IS REQUIRED**

Applicant’s Signature

Date _____

Staff’s Initials _____

Date _____

○ **Site/Grading Plan (20 scale or 10 scale only) - ONLY IF GRADING IS REQUIRED**

Topography, existing and proposed
Setbacks from property lines to new and existing construction
Grading limits
Oro Valley General Notes
Finish floor elevation and pad elevation (tied to monument or benchmark)

○ **Soil Analysis Requirements - ONLY IF GRADING IS REQUIRED**

ITEMS SUBMITTED	
<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Bluelines/Blacklines
<input type="checkbox"/>	Structural Calcs
<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	IECC
<input type="checkbox"/>	Post Tension Calcs
<input type="checkbox"/>	Truss Calcs
<input type="checkbox"/>	Project Manual