



Development and Infrastructure Services

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

Checklist for Commercial Building Plans Using the International Building, International Plumbing, and International Mechanical Codes 2012 Editions, and National Electrical Code 2011 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.

○ 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

○ Building plans for development projects approved before May 2011 are required to have the following processes completed before permit submittal:

Development Review Board (architecture review)
Development Plan must be Approved and Signed
Improvement Plans

○ Development projects approved after May 2011 require the following:

A Conceptual Design Review (CDRB) package consisting of architecture, conceptual site plan and public art must be approved prior to submittal of commercial plans.
Approved final conceptual site plan must be included as part of the plan package submittal.
Include a copy of the acceptance letter from the Town's Planning Division.

○ Cover Sheet

Plan index, code edition, job title, plan preparer, owner, address of job site
Square feet of building according to use
Code summary according to the IBC 2012
Any Special Inspections authorized by the design professional
Location map.

○ Deferred Submittals?

Note on cover sheet all items to be deferred: *The "Deferred Items" shall be submitted for review to the Town of Oro Valley as a deferred submittal. The "Deferred Items" will not be installed until the Town of Oro Valley has reviewed and approved the "Deferred Items".*

○ Submittal Documents

Seven sets of *bound and sealed* blacklines (preferred) or bluelines including approved Development Plan (**no sepias, mylars or vellums**)
Drawing scale: 1/4" scale minimum
Two *bound and sealed* copies of structural calculations
Two *bound and sealed* copies of truss calculations and design, or deferred truss note on plans

○ Soil Analysis

Two *bound, indexed and sealed* soil report required for every site
Report must relate to foundation design
If report is over 1 year old, provide statement from the engineer that conditions have not changed.

○ **Site Walls**

Provide design for site walls proposed with this Permit
Engineering required for walls over 6' in height (measured from top of footing)

○ **Retaining Walls**

Engineering required if over 4', measured from bottom of footing, or any wall height with applied surcharge loads (e.g. driveways, slopes, etc.)
Two sets of *bound and sealed* engineering calculations

○ **Floor Plan**

Show all architectural, fire and life safety requirements (include exiting plan)
Show exiting analysis with occupant load calculations
Show accessible route throughout building
Show accessibility compliance with ADDAG 2010 for all restrooms when required.

○ **Foundation Plan**

Plan view of foundation dimensioned layout
Details of footing size, reinforcement, anchors, hold downs
Footing and wall schedule, details of reinforcement

○ **Framing Plan**

Plan view of structural components: beams, trusses, headers and connection details
Size, spacing, species and grade of materials

○ **Elevation Views**

Show all sides of the building or structure fully dimensioned and labeled accordingly.
Show finished floor elevation, existing and proposed grade
Label all exterior finishes with approved colors and or materials.

○ **Section Views**

Show views and details of all structural members
Label all framing members and show details of connections

○ **Mechanical Plan**

Plan view of layout of ductwork
Equipment schedule; BTU rating, fuel source, location
Combustion/relief air and exhaust ventilation sizes
Cross Section with a statement verifying rooftop equipment screening

○ **Energy Conservation Code Compliance**

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

○ **Plumbing Plan**

Plan view showing layout of fixtures, DWV, water/gas pipe
Fixture schedule, gas/water pipe sizing calculation
Sewer card from Pima County is required for permit to be issued

○ **Electrical Plan**

Plan view showing outlets, lights and circuits
Panel schedule with circuits, over current device and wire size
Submit load calculations & service size

○ **Outdoor Lighting Plan**

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

1. Size (acres) of property
2. Lighting Zone from OVZCR 27.5.E.2
3. Lighting Option used from table 27-5
4. Allowed lumens (shielded & unshielded)
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

○ **Fire Sprinklers**

Are they required by IBC? IFC? Are they deferred?

If so, provide 4 sets of *bound and sealed* blacklines (preferred) or blueines and 2 sets of *bound and sealed* hydraulic calcs or deferred submittal statement on cover sheet and all applicable sheets.

Note that backflow prevention is required on fire service lines per the fire code and the plumbing code.

○ **Kitchen Hoods**

Submit 3 sets of *bound and sealed* drawings for fire suppression system
Must be UL listed and meet requirements of IBC, IMC, and IFC

○ **Special Inspection Agreement Form is required for certain items:**

Post tensioned slab, Concrete >2500 psi, Slender Masonry, Field Welding, High-Strength Bolts, other as specified by project engineer
Must be submitted at plan review stage

○ **Hazardous Materials**

Submit MSDS list HMIS and HMMP, as required by the Fire Code

○ **Health Department**

Submit Pima County Health Department Approval

**Sewer Card (if required) from Pima County is mandatory at time of issuance.*

**Official Address Certificate from Pima County Addressing*

**2012 IBC 107.6 (as amended) Electronic construction documents. A full set of approved construction documents, including any as-built construction documents shall be provided as an electronic file. The electronic file shall be a portable document format (PDF) and stored on a cd-rom disk.*

Electronic constructions documents shall be submitted prior to Certificate of Occupancy.

Applicant's Signature

Date

Staff's Initials _____

Date _____

ITEMS SUBMITTED	
	Completed Application
	Blueines/Blacklines
	Structural Calcs
	Soils Report
	IECC
	Post Tension Calcs
	Truss Calcs
	Project Manual

Revised 1/29/14