



Development and Infrastructure Services

Permitting Division

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

Checklist for Residential Additions 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.

○ Notice to Permit Applicant

Some areas in Oro Valley have Fire Flow issues that may require the installation of fire sprinklers. Please contact Golder Ranch Fire at 520-818-1017 for any questions or concerns.

○ 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, job address
Square feet livable, garage, porch

○ 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

Four sets of *bound and sealed* blacklines (preferred) or blueines (**no sepias, mylars, or velums**)

Drawing scale: 1/4" scale minimum

Two *bound and sealed* copies of engineering calculations

Two *bound and sealed* copies of truss calculations

○ Soil Analysis Requirements

Two *bound and sealed* soil reports may be required

Must relate to foundation design (see attached memo) Code Reference Section R401.4.1

If over 1 year old, provide sealed statement that conditions have not changed from engineer.

○ Site/Grading Plan (20 scale or 10 scale only)

Topography, existing and proposed
Setbacks from property lines to new and existing construction. Highlight areas of new construction.

Grading limits

Oro Valley General Notes

Finish floor elevation and pad elevation (tied to benchmark or monument)

Lot dimensions

○ Site Walls

Walls designed per section R606.1

Are site walls being proposed with this permit?

Engineering required for walls over 6' in height

○ **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 *bound and sealed* sets of engineering calculations

○ **Demolition Plans**

May be required depending on the complexity of the project

Indicate existing walls, doors, windows, etc. to be removed or relocated

○ **Foundation Plan**

Plan view of foundation dimensioned layout
Details of footing size, reinforcement, etc.

Bound and sealed calculations and design for post tensioned slab

Anchors and hold downs

○ **Floor Plan**

Show existing construction and separate proposed floor plan with complete dimensions, window & door schedules and all room uses labeled

Show fire rated separations and all cabinet and fixture locations when applicable

○ **Framing Plan**

Plan view of structural components: beams, trusses, headers

Size, spacing, species, and grade of materials

Truss layout and engineered design

Stud wall size and center spacing

Connections

Ventilation calculations and roof vent locations on the roof plan

○ **Elevation Views**

Show all sides of the house

Show existing and proposed grade

Show height of new structure from grade to highest point

○ **Section Views**

Show heights of ceiling and drops and roof members

Label all framing members and show connection Details

○ **Energy Conservation Code Compliance**

Use conventional method in Table 1102.1 or provide calculations

○ **Mechanical Plan**

Include any new heating and cooling units, their capacity, location and demand or input.

Furnace combustion air and flue sizes.

Circulating return air ducts and supply sizes and size and location of all condensate drains. Existing demands may be required depending on the complexity of the project.

Show screening of new outdoor mechanical equipment.

○ **Plumbing Plan**

Indicate location, size and material of all piping, drainage waste and vent and water piping w/ developed length. Location and size of gas piping with developed length and appliance demands. Location and demand of water meters and gas meters.

Size and location of pressure and temperature water heater relief. Location and size of water heater, combustion air and flue. Locations of clean-outs, water shut off and pressure reducing valves.

List residential water pressure

Existing demands and developed lengths may be required depending on the complexity of the project

Water supply and drainage fixture unit calculations (pressure at meter)

○ **Electrical Plan**

Plan view showing outlets, lights and circuits

Panel schedule with circuits, overcurrent device and wire size

Submit load calculations & service size

Provide outdoor fixture shielding information for any new exterior lights added to the building.

o **Outdoor lighting**

- Major additions** see OVZCR 27.5.B.2.
Provide a calculation of code compliance which 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. 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.4
- Minor Additions** see OVZCR 27.5.B.3.
An outdoor lighting plan is not required for minor additions but new fixtures must comply with the current code.

- Wall mounted fixtures shall not exceed 9’ in height from finished grade to the center of the luminaire.
- Flood or spot lamps shall be installed within a housing and aimed no higher than 45 degrees to the horizontal (halfway between straight down and straight to the side) when the source is visible from any adjacent property.

If the new fixtures are **fully shield** then additional regulations may not apply.
Submit cut sheet of light to verify shielding.

If the new fixtures are **unshielded** then the following will apply:

- Each unshielded fixture is limited to a maximum of 2000 lumens.
- All unshielded light fixtures including seasonal decorations shall be turned off between 11:00 p.m. and sunrise.

o **Fire Sprinklers**

Are fire sprinklers required? Contact Golder Ranch Fire District for determination

Are they planned to be installed or deferred?

Fire flow required for all additions. Fire sprinklers may be required if the new total fire area exceeds 3,600 sf.

Fire Sprinkler Hydraulic Calculations:

If so, provide 3 sets of *bound* bluelines and 2 *bound* sets of hydraulic calcs.

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

ANY ALTERATION WILL REQUIRE THAT SMOKE DETECTORS MUST BE INSTALLED IN RESIDENCE.

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

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

ITEMS SUBMITTED	
	Completed Application
	Bluelines/Blacklines
	Structural Calcs
	Soils Report
	IECC
	Post Tension Calcs
	Truss Calcs
	Project Manual
	<i>Rev 1/14</i>

Applicant's Signature

Date

Staff's Initials _____

Date _____