Development and Infrastructure Services
Permitting Division
11000 N La Cańada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

Checklist for Custom 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.

○**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
Square feet livable, garage, porch
Address of project, name of person or business responsible for design

○**Any 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**
Five 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
Two *bound and sealed* copies of truss calculations

○**Soil Analysis Requirements**
Two bound and sealed soil report required for every site
Must relate to foundation design
If over 1 year old, provide sealed statement from the Engineer that conditions have not changed.

○**Site/Grading Plan (20 scale or 10 scale only)**
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).
Landscape Plan - The landscape code was adopted in June 2010. See OVZCR Chapter 27, table 27-13 for applicability.

○**Site Walls**
Walls designed per section R606.1.
Are site walls being proposed with this permit?
Engineering required for walls over 6' in height (measured from top of footing)

○**Retaining Wall**
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 (gravity/lateral analysis)

○**Demolition Plans**
May be required depending on the complexity of the project
Indicate existing walls, doors, windows, etc. to be removed or relocated

○**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

○**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

○**Framing Plan**
Plan view of structural components: beams, trusses, headers and connection details
Size, spacing, species, and grade of materials
Sealed truss layout and engineered design
Stud wall size and center spacing
Shop drawing approval of project engineer of truss layout and design
Include ventilation calculations and roof vent locations on the roof plan

○**Elevation Views**
Show all sides of the house
Show existing and proposed grade
Height of house 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**
Provide calculations according to 2012 IECC. Comcheck is available at www.energycodes.gov

○**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.
Screening - Show required screening of ground and rooftop units

○**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

○**Electrical Plan**
Plan view showing outlets, lights and circuits
Panel schedule with circuits, overcurrent 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**
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.**

○**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.*

***To obtain grading permit prior to building permit, the following items must be submitted.*

ITEMS SUBMITTED	
	Completed Application
	Bluelines/Blacklines
	Structural Calcs
	Soils Report
	IECC
	Post Tension Calcs
	Truss Calcs
	Project Manual
	Revised 01/13

_____
Applicant's Signature

_____
Date

Date _____

Staff's Initials _____