



Commercial Site Plan Checklist

- ☐ 1. Address
- ☐ 2. Parcel Number
- ☐ 3. Show Right of Ways
- ☐ 4. Show Washes on Property
- ☐ 5. Label Accessory Structures
- ☐ 6. Parcel Dimensions, all sides
- ☐ 7. Building Dimensions, all sides
- ☐ 8. North Arrow and Vicinity Map
- ☐ 9. Show proposed/existing fences for culverts
- ☐ 10. Dedicated street access including street names
- ☐ 11. Show location of fire hydrants within 200' of property
- ☐ 12. Show entrance and exits to property with appropriate sight triangles
- ☐ 13. Use of adjacent parcels Commercial, Residential, Vacant, etc. (all sides)
- ☐ 14. Setbacks to all structures, to the property lines, and between buildings
- ☐ 15. Show accessible parking space and include total of standard and accessible spaces
- ☐ 16. Label and number all buildings intended use (i.e. construction trailer, classroom, etc.)
- ☐ 17. Sealed civil engineered grading and drainage plans are required for all new buildings or additions
- ☐ 18. Septic:
 - Location with setback to nearby buildings
 - Indicate tank and disposal drain field
 - Name municipal water supply
 - Provide ES documentation of application, ATC/ATD, or review approval as appropriate
- ☐ 19. Scale: (i.e. 1" = 20')

Please use either an "Engineers' or "Architects" scale only
(Non-standard scales are not acceptable, i.e. 1" = 24.5' or 1"=15')

Commercial Site Plan Guide:

See Next Page for "Commercial Site Plan Example"



Commercial Building Plan Checklist

- ☐ 1. Please submit electronic documents only, as a PDF File. Submit them through [VIP Portal](#)
- ☐ 2. Plans must be readable, clear, and drawn to scale
- ☐ 3. Current building codes in use: 2018 IBC, IMC, IPC, IECC, IEBC and 2017 NEC
- ☐ 4. Roof and floor framing plans
- ☐ 5. No options or references to future construction are allowed
- ☐ 6. Foundation plan with cross referenced foundation details
- ☐ 7. Specification and Calculations as needed
- ☐ 8. Cross sections (2) and connection details for both longitudinal and transverse
- ☐ 9. Elevations (4) with height dimensions (include all fencing)
- ☐ 10. If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan Example
- ☐ 11. A one-line diagram and load calculations are required for work that includes a new or modified 400 amp or larger electrical service
- ☐ 12. A floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio
- ☐ 13. Arizona Registrants' seal required if greater than 3,000 square feet area, 20 foot span, or 20 occupant load
- ☐ 14. Floor plan showing complete Architectural, Structural, Mechanical, Electrical, and Plumbing construction plans sealed by an Arizona Registrant

