CITY OF SOUTH TUCSON

RESIDENTIAL SUBMITTAL REQUIREMENTS

To facilitate the timeliness of the plan review process, this checklist has been provided for the convenience of our customers. Please utilize this information to prepare your submittal package and include a completed copy of this form with your application. The submittal of complete and accurate plan sets will generally lead to fewer delays and staff requests for revision. Only submittals found to be complete will be accepted into the building review process. Incomplete submittals will be returned to the applicant.

Currently Adopted Building Codes and Ordinances:

- 2012 International Residential Code (IRC)
- Local Amendments to Above Code

Review Type:

- **Application Intended for Third Party Review**
  Inspections and plan review are conducted by a third party contractor or Pima County Development Services (PCDSD).

Prerequisites to Residential Submittal:

- **Demolition of a Structure (if applicable)**
  Adjacent property owners have been notified. A Confirmation of Notice of Demolition form has been completed and included in this submission.
- **Tucson Water (if applicable)**
  City of Tucson Water Department has been consulted prior to this submission
- **Pima County Wastewater (if applicable)**
  Pima County Wastewater has been consulted prior to this submission

Submittal Package to Include:

- **Complete Set of Plans**
  In accordance with SECTION R106 of the 2012 IRC and the City of South Tucson *Building Plan Requirements, a complete set of fully dimensioned plans demonstrating the full scope of work shall be provided*
- **Complete Set of Structural Calculations (if applicable)**
  Calculations must be sealed by the registered design professional
- **Complete Set of Geotechnical Reports (if applicable)**
  Calculations must be sealed by the registered design professional
- **Complete Set of Heating/Cooling Load Calculations (if applicable)**
  Calculations must be sealed by the registered design professional
- **Copies of Energy Compliance Certificates (REScheck) (if applicable)**

To include Envelope, Mechanical and Interior Lighting

- **Copy of Project Specifications**
- **Copy of Electrical Load Calculations**
- **Be aware other requirements may be required based on situation and scope of work**

Electronic Drawing Standards for Submitted Plans:

- All Documents shall be in PDF format, with a graphic scale, and rotated so pages read upright.
- Verify you have unlocked and flattened all the drawings and reports.
- Sheet title block sizes and locations shall remain constant on each page of the plan set.
- Reserve the same location, minimum size of 3"x 5", on all plan sheets for City stamps.
- Files should only be saved in black and white.
- Documents, drawings, and reports must be submitted as a separate PDF for each document type, i.e. plans, calculations, specifications, application, etc.

Residential Building Plan Requirements

General Requirements:

- **Cover Sheets**
  General Project information including address, location map and square footage. A complete Code Analysis should also be present detailing the type of construction, occupancy classification(s), occupancy loads, exiting requirements, fire sprinklers and fire alarms. Cover sheet must include a legend of symbols and abbreviations used throughout the plan set.

Architectural Requirements:

- **Site Plan**
  A fully dimensioned site plan (not an aerial photograph) shall show project address including suite numbers and legal description. All easements with dimensions, lot area, north arrow, and scale. Location of all property lines, structure to property line setback dimensions (existing and proposed), proposed and existing utility meters, public sewer connections, sump pumps, back flow devices, and fire hydrant locations. Please provide street names for all adjacent streets, a fully dimensioned parking plan including tabulation of existing, proposed and required parking spaces.
- **Floor Plan**
  A fully dimensioned floor plan including room and/or suite numbers, showing all walls, structural elements, proposed fire-resistant construction including details, and a complete and clear means of egress plan for each bedroom.
- **Roof & Ceiling Plans**
  Show all elements, assemblies, draft stops, openings, and related information.
- **Exterior Elevations**
  Fully dimensioned and labeled, indicating finished floor elevations, building heights, existing and proposed grades. Multiple buildings must be clearly distinguishable.
- **Building and Wall Sections**
  Include all heights, materials of construction, fastening devices and related information.
- **Architectural Details**
  Include building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.
- **Project Specifications**
  If not included in Plan Set

Electrical Requirements:

- **Electrical Plans**
  Fully dimensioned floor plan showing location and assigned circuit numbers of all outlets, luminaires, switches, appliances, panels, motors, disconnects, electrical and HVAC equipment. All outlets should indicate panel name or number
- **One Line Diagram**
  Include panel and feeder breaker ratings
- **Panel Schedule**
  Include panel numbers, voltage, phasing, location, bus size, circuit number, breaker sizing, and wire sizing.
- **Lighting and Outdoor Lighting Code**
  Compliance with the PC/COT Outdoor lightning code to include light budget calculations and considerations

Mechanical Requirements:

Mechanical Floor Plans
Fully dimensioned mechanical plans showing duct layouts, inlet and outlet sizes, equipment locations.

- **Equipment Schedules**
  To include all equipment, listed and sized.
- **Ventilation Calculations**
  Provide calculations according to 2012 IRC

Plumbing Requirements:

- **Plumbing Plans**
  Fully dimensioned plumbing plan showing riser diagrams for water, waste water and vent piping. Show all points of connection to water and sewer lines.
- **Plumbing Fixture Schedule**
  Including fixture count and description for water and waste
- **Gas Plan and Gas Calculation**
  Including individual and total developed pipe lengths, pipe sizes, and loads.

Structural Requirements:

- **Foundation Plans**
  Complete foundation plan
- **Structural General Notes**
  Include materials, methods, and special inspection requirements.
- **Lateral Bracing**
  Design and associated details
- **Floor & Roof Framing Plans**
  Show all layout, section and detail references.
- **Structural Details**
  Show typical and specific details.
- **Deferred Submittals**
  Truss, HVAC, etc.
- **Complete Set of Structural Calculations (if applicable)**
  Calculations must be sealed by the registered design professional

To Submit Applications:

1) Submit completed application to: submittals@southtucson.org
2) Attach the plan set and any applicable documents
3) Once the application has been submitted, allow up to five working days for staff to determine if the application is complete and accepted for review.

Questions?

Please contact

520-792-2424
Or

submittals@southtucson.org