



These guidelines outline minimum requirements for plan submittal of residential construction projects.  
**NOTE: Completion of this form is intended for plans that will be submitted for review.**

For further information, contact the Planning & Development Department (P&D), 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003, or visit the city of Phoenix web page at <https://www.phoenix.gov/pdd/development/permits/residential>

Project Name:  Project Number(s):

Project Address:

Scope of Work:

**THRESHOLDS FOR ZONING REVIEW**

- ☐ New construction that adds square footage to the footprint or height of a residence  
☐ New detached structures or conversion of existing detached structures to livable space  
☐ Converting an attached carport/patio/garage/storage area into a livable space  
 (NOTE: no zoning review needed if only converting an existing carport to a garage)

**GENERAL**

Met Not Met N/A

- |                          |                          |                          |                                                                            |
|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Assure application is complete – ALL related project information provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Valid address, project valuation and square footages are identified        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water & sewer availability                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | County Environmental Health Services septic permit# <input type="text"/>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The site is located in an archaeologically sensitive area                  |

**SITE**

- |                          |                          |                          |                                                                                                           |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Requires Review - Design Review (new homes only / self-cert plans = RPDR review) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot Split/Combination/Dedication (Staff signature for Conditional approval required)                      |

Staff:  Referral form: ☐ Yes ☐ No Date:

☐ ☐ ☐ Historic Preservation Approval

Staff:  Referral form: ☐ Yes ☐ No Date:

☐ ☐ ☐ ☐ Requires Review Zoning Approval (Setbacks, Lot Coverage, Height & Use)

Staff:  Referral form: ☐ Yes ☐ No Date:

☐ ☐ ☐ Hillside/Preservation Review

Staff:  Referral form: ☐ Yes ☐ No CPHG/CPGD Date:

Items "Not Met" under **GRADING & DRAINAGE** must have first review comments prior to building plan submittal and must be approved and permitted before the building permit can be issued.

**GRADING & DRAINAGE** (Provide a copy of the grading correction with building plan login)

- |                          |                          |                          |                                                                                               |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading & Drainage (lot is greater than ½ acre) CRPR# <input type="text"/>                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading & Drainage Residential Plot plan (lot is less than ½ acre) CRPR# <input type="text"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodplain – Copy of flood plain clearance form                                               |

Staff:  Referral form: ☐ Yes ☐ No Date:

**APPLICANT TO VERIFY ITEMS BELOW ARE PROVIDED WITHIN THE PLANS PRIOR TO SUBMITTAL  
BUILDING/STRUCTURE – Main Plan Components**

Met Not Met N/A  
☐ ☐ ☐

Two (2) complete sets of construction documents

**Note:** If submitting through Electronic Plan Review, multiple copies of submittal documents are not required.

- |                          |                          |                          |                                                                                             |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plot/Site plan (show property lines, footprint of buildings, setbacks, lot coverage)        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Structural calculations (required for steel, point loads, post tension, over 12' walls)     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation Plan/s (special inspection forms & soils report for post tension)                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor plan/s (existing & new layout, wall, window & door schedules, key notes)              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior elevations and cross sections (finishes, plate & building heights, roof materials) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Framing Plan/s (framing layout for each level, trusses or conventional framing)             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Plan/s (one-line diagram, panel schedule and load calculation)                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Plan/s (waste and ventilation floor plan and water fixture calculation)            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical plan/s (duct layout, heating & cooling load & sizing calculations)               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Detail sheet/s-architectural/structural (connections for beams, trusses, walls, footings)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy Efficiency Compliance (Prescriptive/Res-Check or Performance Report)                 |

See the Residential Plan Review checklist at the web link below for detailed information on the above items.

[https://www.phoenix.gov/pddsite/Documents/TRT/dsd\\_trt\\_pdf\\_00082.pdf](https://www.phoenix.gov/pddsite/Documents/TRT/dsd_trt_pdf_00082.pdf)

For current turnaround time information see the current Turnaround Report at the web link below.

<https://www.phoenix.gov/pdd/about/reports>

**This permit application is:**

- ☐ Deficient, items marked above are required for plan acceptance. Return with this form when all items are complete. Contact staff below for questions regarding the Administrative Log-In Review Screening.

1st Prelog - Reviewer Initials:

Date:

2nd Prelog - Reviewer Initials:

Date:

- ☐ Accepted for log-in.

Staff Signature:

Print Name:

Phone:

Date:

In the event plans are allowed to be submitted with items marked "Not Met" on this checklist, I hereby acknowledge that these required items and/or other reviews must be provided and/or approved/permitted before the building permit can be issued.

Applicant Signature:

Print Name:

Title:

Phone:

Date:

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at <https://www.phoenix.gov/pdd>