



**City of Yuma**

Department of Community Development  
Building Safety Division  
One City Plaza  
Yuma, Arizona 85364-1436  
(928) 373-5165  
TDD 373-5149  
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### **Administrative Review – Commercial Building Plans**

**Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A Notice of Administrative Completeness or Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.**

**The Administrative Completeness Review Time Frame is two (2) business days. If no written or electronic notice is issued within this timeframe, the application is deemed Administratively Complete.**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Title: \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Applicant email: \_\_\_\_\_

### **General Guidelines**

- | Provided                 | Missing                  | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Building Permit Application form.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Three (3) complete sets of 100% design plans, and Transmittal Cover Sheet identifying all items submitted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plans and reports required by the Arizona State Board of Technical Registration must be sealed by a Registrant of the State of Arizona. No “preliminary” or unsealed sheets can be accepted in the Construction Plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan Review Fee Payment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of Project Manual/Specifications Book (if applicable)   |

### **Civil / Site**

- | Provided                 | Missing                  | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan with location map, existing and proposed layouts; property boundary with dimensions, setbacks, easements, building footprint and location for addressing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan with location map, existing and proposed layouts; property boundary with dimensions, setbacks, easements, building footprint and location for addressing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading and paving plans; pavement section and details; grade and finished floor elevations; on-site storm water retention calculations and details; number of parking spaces/accessible parking spaces; accessible route; Existing and proposed driveway locations and details; Fire department secondary access; parking lot and roadway striping, markings, and signage; dumpster location and details; public and private sidewalks; retaining walls; offsite improvements. |

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utilities plan; sanitary sewer connection and distribution system and details; storm sewer connection and distribution system and details; water connection and distribution system and details; fire hydrants and fire water connection and distribution system and details; backflow prevention devices, locations and details. Water meters, sizes, locations and details. Fire department connection (FDC), location and details. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two copies of common driveway agreement, reciprocal parking agreement, cross-drainage and cross-access agreement, utilities shared access/ maintenance agreement, if required. Traffic Impact Study, if required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storm water pollution prevention plan (SWPPP) and details; narrative report; ADEQ Notice of Intent Certificate with AZCON # assigned (for sites over one acre) or Waiver Certificate.   |

**Landscape / Irrigation**

- | Provided                 | Missing                  | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscape plan, dimensioned landscape planting areas, plant list, vegetative cover, non-vegetative cover, amounts and types of plants, area and type of groundcover, total square footage of areas requiring plants and groundcover, planting details, hardscape plan and details. Landscaping as per Zoning Regulations, Article 20. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Irrigation system plans and specifications, backflow preventer location and details, irrigation system details.   |

**Utilities Management Evaluation Form (UME) (Deferred Submittal Acceptable)**

- | Provided                 | Missing                  | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utilities Management Evaluation (UME) Form. Summary of wastewater discharge into sanitary sewer. Completed form indicating types, sources, and quantities of water usage and water discharge on the site. Signed by owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscape irrigation water calculation worksheet.  |

**Architectural**

- | Provided                 | Missing                  | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan sheet index, project description, basic building code data: code editions, occupancy type, construction type, height and number of stories, allowable area calculation, fire sprinkler information, fire alarm and emergency lighting information, life safety information: exiting plan, occupant load and means of egress capacity calculations, travel distance, fire extinguisher locations and types. Deferred submittals summary and design professional in responsible charge. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Architectural floor plans, demolition plans, reflected ceiling plans, roof plan, roof drainage, elevations, sections, finishes, architectural details, building envelope and flashing details, furniture and equipment plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window schedule, door schedule, door and window details, hardware schedule, stairways, guards and handrail details   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ADA accessibility typical details  |

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For fire rated construction, show fire rated assembly details (walls, floor/ceiling, roof/ceiling), reference UL/Gypsum Board association number and standard details. |
|--------------------------|--------------------------|--------------------------|--|

**Structural**

- |                                      |                                     |                                 |  |
|--------------------------------------|-------------------------------------|---------------------------------|--|
| Provided<br><input type="checkbox"/> | Missing<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | General Structural Notes (G.S.N.): Required information under G.S.N.: current building code, live load, wind load, seismic category, material specifications, foundation specification, soil report listed under G.S.N. matching the one submitted, statement of special specifications, special inspection/observation requirement, and deferred submittal information. |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | Structural foundation plans, wall framing plans, floor framing plans, roof framing plans, structural details, shear walls, hold downs and details,   |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | One copy of Structural calculations, including vertical and lateral structural analysis, sealed by the structural engineer of record.  |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | One copy of soils report sealed by the geotechnical engineer of record.  |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | One copy of Structural Special Inspection Certificate and Geotechnical Special Inspection Certificate. Must be submitted prior to approval of permit.  |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | Pre-fabricated metal buildings: separate manufacturer’s construction drawings and calculations that are reviewed by the structural engineer of record. (May be identified as deferred submittal)   |

**Mechanical/Plumbing**

- |                                      |                                     |                                 |  |
|--------------------------------------|-------------------------------------|---------------------------------|--|
| Provided<br><input type="checkbox"/> | Missing<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Plumbing floor plan, waste, drain and vent isometrics, air and fuel gas and medical gas piping isometrics, water lines and plumbing fixture calculations, plumbing fixture schedule, plumbing specifications, condensate drainage and details, water heater and details, interceptors and details, above ground ore underground tanks and piping systems, through penetration firestop system details, seismic bracing details.  |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | Mechanical floor plans, equipment and air device schedules and details, mechanical specifications, outdoor ventilation air quantities/calculations, ductwork layout, sizing, materials and mechanical details, mechanical heating and chilled water systems and details, refrigeration systems and details, duct smoke detectors, fire/smoke dampers and details, exhaust system plans and details, exterior combustion air details, mechanical support and seismic bracing details, |

**Fire Sprinklers**

**Fire Sprinkler System Plans OR Design Criteria Required (Prepared by an Arizona Registrant)**

- |                                      |                                     |                                 |   |
|--------------------------------------|-------------------------------------|---------------------------------|---|
| Provided<br><input type="checkbox"/> | Missing<br><input type="checkbox"/> | N/A<br><input type="checkbox"/> | Fire Sprinkler System: Hazard analysis, applicable codes and standards, system design densities and specifications, hydraulic calculations, flow test summary, fire sprinkler plans, materials, riser diagram and details, installation details, device types and data, seismic bracing calculations and details, Interface with other systems, fire department connection – FDC (remote from building) |
| <input type="checkbox"/>             | <input type="checkbox"/>            | <input type="checkbox"/>        | Fire Sprinkler Design Criteria: Hazard analysis and classification for intended occupancy or occupancies, any special hazards, applicable codes and standards and appropriate engineering practices, availability and adequacy of the water supply, appropriate design densities and area of operation for each hazard area.  |

## **Electrical**

Provided	Missing	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical site lighting and power plans. Photometric plans included if required, light pole base details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical symbols and specifications, lighting and power floor plans, roof lighting/power plans, emergency lighting and exit signs, lighting fixture schedule, electrical details, through penetration fire stop system details, access controls and secure door circuitry.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type, location and capacity of all service equipment and meters, single line diagram and feeder schedule, electrical load calculations and fault current calculations, panel board and switch board schedules.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm plans, system type, applicable codes and standards, device types and locations, generalized riser diagram, interfaces with other systems, system specifications. (Fire alarm shop drawings may be deferred submittal)

**Per the requirements of Senate Bill 1598, to the best of our knowledge, this permit application is:**

- Accepted as Administratively Complete
- Deficient, not complete

Contact staff below for questions regarding the Administrative Review Screening

Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Contact person to answer questions and provide assistance during the building permit application and review process:

Alan Kircher, Deputy Building Official  
Phone: 928-373-5169  
Fax: 928-373-5168  
email: [alan.kircher@yumaaz.gov](mailto:alan.kircher@yumaaz.gov)