



Department of Community Development
 Building Safety Division
 One City Plaza
 Yuma, Arizona 85364-1436
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City of Yuma

Administrative Review – Residential 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 one (1) business day. 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"/> | Two (2) complete sets plans and construction documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan Review Fee Payment |

Site Plan

- | Provided | Missing | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan with location map, drawn to scale, street frontages, existing and proposed layouts; property boundary with dimensions, setback dimensions, building footprint, dimensions for all structures, utility locations. |

Building/Structure

- | Provided | Missing | N/A | |
|--------------------------|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Foundation Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior Elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Framing Plan / Wall sections |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Plans |

- Mechanical Plans
- Detail Sheets architectural and structural
- Truss Calculations
- Flood Zone Elevation Certificate (if located in Flood Zone AH or AO)
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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