The City of Mesa requires that two (2) complete sets of construction documents (plans, specifications, etc.) shall be included with each Construction Permit application. To help ensure that every submittal is complete, this checklist is provided to assist applicants with identification of the specific documents required.

1. □ Yes □ No  Is this project located within Mesa’s corporate limit?
2. □ Yes □ No  Is this project located in a flood zone?
3. □ Yes □ No  Is this project located in Las Sendas?
4. □ Yes □ No  Is this project located in the Native Plant Preservation area?
5. □ Yes □ No  Is this project located in a designated Historic district?
6. □ Yes □ No  Does this project include buildings constructed prior to 1952?  
   **If yes to either question, please contact the Historic Preservation office at 480-644-3959**
7. □ Yes □ No  Does the total building square footage exceed 3600 square feet?
8. □ Yes □ No  Does the project disturb 0.10 acres or greater of surface? (0.10 Acre = 4356 sq. ft.)  
   If yes, a copy of the approved Maricopa County Earth Moving Permit(s) & Dust Control Plan(s)  
   OR an "In Lieu of Permit Certification" is required prior to the issuance of a Construction Permit.
9. □ Yes □ No  Does the project disturb more than 1 acre but less than 5 acres of surface? (1 Acre = 43,560 sq.ft.)  
   If yes, a completed copy of the ADEQ Notice of Intent for Construction Activity Discharges to Waters of the United States OR an ADEQ Permit Waiver Certification is required prior to the issuance of a Construction Permit.
10. □ Yes □ No  Does the project disturb more than 5 acres of surface? (5 Acres = 217,800 sq.ft.)  
    If yes, a completed copy of the ADEQ Notice of Intent for Construction Activity Discharges to Waters of the United States is required prior to the issuance of a Construction Permit.
11. □ Yes □ No  Are you installing Natural Gas or is Natural Gas involved in your project?
12. □ Yes □ No  Has this project been through a Zoning Case?  
    **If yes, what is the case number Z___-____-____.**
13. □ Yes □ No  Has this project been through a Design Review Case?  
    **If yes, what is the case number DR___-____-____.**
14. □ Yes □ No  Has this project been through a Preliminary Technical Review?  
    **If yes, what is the review number PTR____-____-____.**
15. □ Yes □ No  Has this project been through a Pre-Submittal Review?  
    **If yes, what is the review number PS___-____-____.**
16. □ Yes □ No  Has this project been through a Land Split?  
    **If yes, what is the Land Split number LS____-____-____.**

**SINGLE FAMILY RESIDENTIAL**

The following information is required for all Single Family Residential (SFR) submittals.

- Site Plan**
- Foundation Plans and Details
- Roof/Floor Framing & Details
- Gas Piping Schematics Left and Right for Masterplans
- Front to Rear Cross-Section of Building
- Floor Plan (Include plumbing, mechanical & electrical)
- Attic Ventilation Showing Locations and Provide Calculations
- Elevations
- Minimum Scale of Plans is 1” = 20’-0” or 1/8” = 1’-0”.
- Wall Section

Revised 3/14/2003
Maximum plan sheet size 24” x 36”
*Master Plans require three (3) complete sets.
**Fully dimensioned site plan (drawn to scale) including fences, property lines, easements, and setbacks from property lines. The minimum scale is 1” = 20’-0” or 1/8” – or 1’-0”.

TENANT IMPROVEMENTS AND REMODELS

The following information is required for all Tenant Improvement and Remodel submittals.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Site Plan**</td>
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<tr>
<td>Floor Plan</td>
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<tr>
<td>Interior Elevations/Details</td>
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<td>Project Data</td>
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<tr>
<td>Life Safety Information</td>
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<tr>
<td>Mechanical, Plumbing, and Electrical Plans &amp; Details</td>
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<td>Valuation of Work (state on application)</td>
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</table>

1. Does the building include a fire sprinkler system or another type of fire protection? ............................................................................................................. Yes No
   If yes, plans and any required calculations must be included.

2. Will hazardous materials be stored / used in the building? ...................... Yes No
   If yes, Hazardous Materials Inventory Statements (HMIS) and Material Safety Data sheets (MSDS) must be included.

3. Will existing City Utilities (Water and Sewer Services) be revised? ........ Yes No

4. Will the building include grease traps? ...................................................... Yes No
   If yes, include Industrial Pretreatment form.

5. Does the building require special inspections? ........................................... Yes No
   If yes, include Special Inspection Form provided by Permit Services Counter.

**Fully dimensioned site plan (drawn to scale) including fences, property lines, easements, and setbacks from property lines. The minimum scale is 1” = 20’-0” or 1/8” – or 1’-0”.

COMMERCIAL, INDUSTRIAL, MULTI-RESIDENCE, NEW CONSTRUCTION/ADDITIONS

The following information is required for all Commercial, Industrial, Multi-Residence, and New Construction/Additions submittals.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Architectural</td>
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<td>Mechanical Plans</td>
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<td>Structural Plans</td>
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<td>Specifications</td>
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<td>Civil</td>
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<tr>
<td>Electrical (Include load calculations &amp; exterior lighting cut sheets)</td>
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<tr>
<td>Landscaping &amp; Irrigation</td>
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<td>Streetlights (Public)</td>
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</tr>
</tbody>
</table>

Does the building include a fire sprinkler system or another type of fire protection? ............................................................................................................. Yes No
   If yes, plans and calculations must be included.

Will hazardous materials be stored / used in the building? ........................ Yes No
   If yes, Hazardous Materials Inventory Statements (HMIS) and Material Safety Data Sheets (MSDS) must be included.

Will the building include grease traps? ...................................................... Yes No
   If yes, include Industrial Pretreatment form.

Does the building require special inspections? ........................................... Yes No
   If yes, include Special Inspection Form provided by Permit Services Counter.

SUBDIVISIONS

The following information is required for all Subdivision submittals.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Plan &amp; Profile of Submittal</td>
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<tr>
<td>Grading Plan</td>
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<td>Street Light Plan</td>
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<tr>
<td>Landscaping &amp; Irrigation Plans &amp; Details</td>
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<td>Drainage Report</td>
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<td>Valuation of Work (state on application)</td>
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For townhouse, patio home and condominium developments, the following items are required in addition to the above:

- Unit Construction Drawings
- Pre-Final Plat
- Valuation of Site Improvements including Landscape, Irrigation and Amenities (Ramada, Clubhouse etc.)

Applicant:  (Print Name)  (Signature)  (Date)

Staff Initials