



Development Services Department

Building Safety Division

Submittal Documents

Checklist

Permit #:

**Telephone Numbers
(Area Code = 480)**

Building Permits:	644 - 3145
Inspection Information:	644 - 2313
Inspection Requests:	644 - 2428
FAX Number:	644 - 2418

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.

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

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.

- Site Plan**
- Floor Plan
- Interior Elevations/Details
- Project Data
- Life Safety Information
- Mechanical, Plumbing, and Electrical Plans & Details
- Valuation of Work (state on application)

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
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.

- Architectural
- Mechanical Plans
- Structural Plans
- Specifications
- Civil
- Electrical (Include load calculations & exterior lighting cut sheets)
- Landscaping & Irrigation
- Streetlights (Public)

- 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.

- Plan & Profile of Submittal
 - Grading Plan
 - Street Light Plan
 - Landscaping & Irrigation Plans & Details
 - Drainage Report
 - Valuation of Work (state on application)
 - Valuation of Site Improvements including Landscape, Irrigation and Amenities (Ramada, Clubhouse etc.)
- For townhouse, patio home and condominium developments, the following items are required in addition to the above:**
- Unit Construction Drawings
 - Pre-Final Plat

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

Staff Initials