



City of Flagstaff  
Planning & Development Services,  
Building Safety Program

## COMMERCIAL PLAN REVIEW

The following are time review periods and submittal checklists when submitting for a commercial construction project in compliance with Senate Bill 1598.

An Application for Building Permit must be completed in its entirety along with 3 sets of construction plans and 2 sets of supporting documentation, submitted with the application. We also require 1 digital submittal that includes construction plans and all supporting documentation (i.e. drop box, thumb drive, cd, dvd). A checklist at the bottom of this document is used to determine whether the construction plans are complete.

If your project is located in the Historic District, approval from the Historic Preservation Committee must be obtained before submitting your building plans.

### **Administrative Review Time Frame:**

An administrative review will take place to determine if the application and plans are administratively complete to conduct a substantive review of the plans. The administrative review time frame is as follows:

<b>Commercial Tenant Improvement Plans</b>	<b>10 working days.</b>
<b>Commercial Building /Civil Plan Review</b>	<b>15 working days</b>
<b>Re-submittals</b> (changes after plan approval)	<b>10 working days</b>

When the application and/or building plans are deemed to be incomplete, City Staff will issue a written or electronic notice of the deficiencies of the application or building plans. The applicant will then need to address the deficiencies and re-submit the application and building plans. During this time, the administrative review time frame and overall time frames will be suspended until the application and plans are re-submitted. The application will not be deemed complete until all requested deficiencies or information has been received.

### **Substantive Review Time Frame:**

Once the application is deemed administratively complete, the substantive plan review will begin. During the substantive review, only one written request for additional information or corrections may be made to the applicant. The applicant also has one chance to respond to the written request for additional information or corrections. Failure to respond to all requested information will result in the project being denied. The applicant will need to re-apply and re-start the process with one-half of the deposit fee being assessed. Substantive Review time frame is as follows:

<b>Commercial Tenant Improvement Plans</b>	<b>25 working days</b>
<b>Commercial Building /Civil Plan Review</b>	<b>50 working days</b>
<b>Re-submittals</b> (changes after plan approval)	<b>15 working days</b>

During the substantive review, City Staff may request additional information from the applicant in accordance with Arizona Revised Statutes § 11-1605 (E) and (G). The time frame is suspended when applicant receives the request for additional information.

**Overall Time Frame:**

**Commercial Tenant Improvement Plans**  
**Commercial Building /Civil Plan Review**  
**Re-submittals** (changes after plan approval)

**35 working days**  
**65 working days**  
**25 working days**

Additional request for time extension of 25% for the substantive plan review may be requested from the applicant in accordance with Arizona Revised Statutes § 11-1605 (H).

Any application that remains incomplete for a period of 180 days will be denied as incomplete and **all deposits are non-refundable.**

**Commercial Plan Submittal for Administrative Review**

Plans submitted for a building permit will be reviewed in 2 stages. Stage 1 will be an administrative completeness review to check that plans are complete enough to conduct a thorough code review. Stage 2 is a substantive review which is a review for code compliance. There can be no deferred submittals.

**Applicant shall have approval document from the Historical Preservation Commission when project is located in the Historical Preservation District prior to submittal of construction plans.**

**Application:** *Must be filled out completely*

**Construction Drawings:** *3 complete sets are to be submitted*

- \_\_\_\_\_ Standard Code Summary Block on the cover sheet (occupancy type, type of construction, occupant loads, Fire sprinklers, square footage figures)
- \_\_\_\_\_ Plans are sealed per A.R.S 32-143 if over 3,000 sq. ft., 20 occupants, or structural members greater than 20 feet.
- \_\_\_\_\_ Scope of work to be covered by permit application.
- \_\_\_\_\_ Construction Drawings to an architectural scale (1/4 =1' and 1/2 =1' etc.) min. 1/8" = 1'. (Floor plan with all spaces/rooms identified, elevation drawings, stair sections with details, interior wall construction, types and fire rating, exterior wall construction details, accessibility into building & bathrooms, exit paths & distances.
- \_\_\_\_\_ Site plan drawn to engineering scale (1:10 or 1:20 etc.) w/parcel boundaries and dimensions and contour lines (for new building or additions) finished floor elevation(s) all existing trees.
- \_\_\_\_\_ Building footprint is clearly defined.
- \_\_\_\_\_ Driveways, parking lot layout, COF & ADA req. and pedestrian facilities/sidewalks
- \_\_\_\_\_ All utility services and lines to the building(s) are to be shown
- \_\_\_\_\_ Landscape plans with irrigation and resource protection shown
- \_\_\_\_\_ Floor plan with each room labeled for its intended use
- \_\_\_\_\_ Elevation drawings as applicable for new construction
- \_\_\_\_\_ Structural plans with section details (foundation plan, 2 sets of engineering calculations
- \_\_\_\_\_ Floor framing plan, (with 2 sets of truss specifications when applicable)
- \_\_\_\_\_ Roof framing plan, (with 2 sets of truss specifications when applicable)
- \_\_\_\_\_ 3 sets of the soils report (when applicable)

- \_\_\_\_\_ Plumbing plans with isometrics and details, water & building drain calcs, gas line calcs., fixture specifications, existing and new fixtures
- \_\_\_\_\_ Mechanical plans and details (HVAC return/supply locations, type of duct material, calcs., outdoor ventilation calcs., appliance specifications, mechanical energy compliance certificate with signature)
- \_\_\_\_\_ Electrical plans and details (single line diagram, fault current calcs., panel schedule and HR run schedule, new and existing circuits, type(s) of conduit & sizes, wire size and insulation types, Interior Lighting Compliance Certificate with signature.
- \_\_\_\_\_ Approval documents from Coconino County Health Dept. for restaurants, medical marijuana facilities, pools, or other areas requiring their approval.

## **Demolition Plans**

- \_\_\_\_\_ Plans are sealed by an Arizona Registrant.
- \_\_\_\_\_ Thorough inspection report of facility or affected area by an AHERA (Asbestos Hazard Emergency Response Act) Certified Building Inspector
- \_\_\_\_\_ Site plan for full structure demo or a floor plan providing interior, exterior, demolition, renovation activities. Plans need to show existing and new areas with demolition clearly defined.
- \_\_\_\_\_ ADEQ and NESHAP reports, if applicable

## **Tenant Improvement Plans**

- \_\_\_\_\_ Standard Code Summary Block on the cover sheet (occupancy type, type of construction, occupant loads, Fire sprinklers, square footage figures)
- \_\_\_\_\_ Plans are sealed per A.R.S 32-143 if over 3,000 sq. ft., or 20 occupants, or structural members greater than 20 feet.
- \_\_\_\_\_ Scope of work to be covered by permit application.
- \_\_\_\_\_ Construction Drawings to an architectural scale (1/4 =1' and 1/2 =1' etc.) min. 1/8" = 1'. (Floor plan with all spaces/rooms identified, elevation drawings, stair sections with details, interior wall construction, types and fire rating, exterior wall construction details, accessibility into building & bathrooms, exit paths & distances).
- \_\_\_\_\_ Vicinity map at a minimum for Tenant Improvement projects
- \_\_\_\_\_ Existing floor plan and proposed floor plan with each room labeled for its intended use.
- \_\_\_\_\_ Elevation drawings as applicable for any exterior work
- \_\_\_\_\_ Floor framing plan, if adding mezzanine or second floor (with 2 sets of truss specifications when applicable)
- \_\_\_\_\_ Wall framing plan, (with approved fire rated assemblies when required)
- \_\_\_\_\_ Roof framing plan, (with 2 sets of truss specifications when applicable)
- \_\_\_\_\_ Structural plans with 2 sets of engineering calculations for any structural changes or additions or repairs
- \_\_\_\_\_ Foundation plan if adding any structural support
- \_\_\_\_\_ Plumbing plans with isometrics and details, water & building drain calcs., gas line calcs, fixture specifications, new and existing fixtures.
- \_\_\_\_\_ Mechanical plans and details (HVAC return/supply locations, type of duct material, fixture specifications, outside air ventilation calculations, appliance specifications, mechanical energy compliance certificate with signature)

- \_\_\_\_\_ Electrical plans and details (single line diagram, AIC calcs., panel schedules with new and existing circuits, type(s) of conduit & sizes, wire size and insulation types, Interior Lighting Compliance Certificate with signature.
- \_\_\_\_\_ Approval documents from Coconino County Health Dept. for restaurants, medical marijuana facilities, pools, or other areas requiring their approval.

**Plan Re-submittal (changes to approved plans)**

- \_\_\_\_\_ Description of changes being proposed to approved plans
- \_\_\_\_\_ Field copy of “Approved Plans” is with plan re-submittal
- \_\_\_\_\_ For structural changes, 2 sets of floor and/or roof truss specifications and structural calcs. are included.
- \_\_\_\_\_ If adding new work, need to submit 2 sets of proposed new work along with a new application for new permit.