



**Planning & Development Services,  
Building Safety Program**

**City of Flagstaff  
RESIDENTIAL PLAN REVIEW**

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The following process is what a person(s) can expect when they are looking at building a single family dwelling, duplex, addition(s), remodel, garage (attached or detached), deck or any other construction associated with a single family dwelling unit.

An Application for Building Permit must be completed in its entirety. A submittal will consist of 2 sets of construction plans, 2 sets over all supporting reports and calculations, 1 digital submittal that includes 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.

If your project is located in the in a flood zone, approval from the Stowmwater Section 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:

- **Small Residential Plans\*** **10 working days**
- **Single Family Dwellings** **10 working days**
- **Duplex** **10 working days**
- **Re-submittals** (changes to issued plans) **10 working days**

\*These plans include but are not limited to additions, garages, decks, remodels, repairs, carports, storage sheds greater than 200 sq.ft., armadas, green houses, sun rooms.

Please note that if plan submittals are received after 11:00a.m., the administrative review time frame will start the following working day.

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. One-half of the deposit fee will be required at re-submittal. Substantive Review time frame is as follows:

- **Small Residential Plans** **25 working days**
- **Single Family Dwellings** **35 working days**
- **Duplex** **35 working days**
- **Re-submittal** (changes to issued plans) **10 working days**

Please note that if plan submittals are received after 11:00a.m., the substantive review time frame will start the following working day.

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:**

- **Small Residential Plans** **35 working days**
- **Single Family Dwellings** **45 working days**
- **Duplex** **45 working days**
- **Re-submittals** **20 working days**

Additional request for time extension of 25% for the Substantive Plan Review may be given 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 and **all deposits are non-refundable.**

## City of Flagstaff Residential 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 for single family projects.

**Projects located in a Historical Preservation District or Flood Zone shall have an approval document from the Historical Preservation Commission or Stormwater prior to submittal of construction plans.**

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

**Building Plans:** A submittal will consist of 2 sets of construction plans, 2 sets over all supporting reports and calculations, 1 digital submittal that includes plans and all supporting documentation (i.e. drop box, thumb drive, cd, dvd). Plans are to be drawn on drafting paper, maximum size of 24" X 36", size D paper. **Please note:** Any site installing an alternate private sewage system will need to submit approval of septic system from the Coconino County Health Dept. along with the building plans.

### **New Construction:**

#### **Site Plan:**

- \_\_\_\_\_ Provide Scope of Work detail
- \_\_\_\_\_ Accurate site plan to engineers scale (1:20, 1:30 or 1:30, may not be architectural scale)
- \_\_\_\_\_ Lot line dimensions (must agree with parcel information from Coconino County books)
- \_\_\_\_\_ North Arrow must be shown on plans.
- \_\_\_\_\_ Setbacks drawn on Site Plan, additional information are building envelopes from Plat
- \_\_\_\_\_ Contour lines (2' interval) shown and labeled using elevation above sea level (i.e., 6928')
- \_\_\_\_\_ Show all existing trees on the lot.
- \_\_\_\_\_ Finished curb height (information from engineering as-builts or registered land survey)
- \_\_\_\_\_ Building footprint clearly defined/dimensioned (all structures)
- \_\_\_\_\_ Finished floor elevation is shown.
- \_\_\_\_\_ Show driveway slope, < 25' in length = Max 16%, 25-150' = Max 20%, >150' = Max 10%
- \_\_\_\_\_ Show decks; exterior stairs; or cantilevered structural elements to be shown
- \_\_\_\_\_ Easements shown (PUE, drainage, utility, slope and resource, etc.; ref to Plat)
- \_\_\_\_\_ Sewer Tap location for property
- \_\_\_\_\_ Water Tap location for property
- \_\_\_\_\_ All existing structures on property with dimensions to adjacent property lines (even if not involved with
- \_\_\_\_\_ Any grading, cut & fill must be indicated
- \_\_\_\_\_ All retaining walls are to be shown. Engineering is needed for walls with 4 or more feet of unbalanced fill.
- \_\_\_\_\_ Provide 3 sets of a Stormwater Pollution Prevention Plan (SWPPP). Must be drawn on the Site Plan.
- \_\_\_\_\_ Notice of Intent (NOI) authorization number is on the Application for Building Permit.

#### **Construction Drawings:**

- \_\_\_\_\_ Plans shall include floor plans for each floor
- \_\_\_\_\_ Plans include building elevations, North, South, East, West
- \_\_\_\_\_ Plans include framing plans with all post bases and caps, beams, joists, and posts identified by type of lumber, size and spacing.
- \_\_\_\_\_ Plans have roof framing plans with 2 sets of truss specifications & floor framing plans or manufactured layout plans plus 2 sets of calc. sheets from manufacturer. Each floor is to have its own framing plan. There can be no deferred submittals.
- \_\_\_\_\_ Plans have a foundation plan which includes all embedded anchors.
- \_\_\_\_\_ Sheet numbers (i.e., sheet 2 of 10, 2 of 10, etc.)
- \_\_\_\_\_ All details or plans will be to scale, no "NS or not to scale drawings"

- \_\_\_\_\_ All rooms labeled per intended use (bedroom, bath, living room, den, etc.)
- \_\_\_\_\_ Show location of water heater(s) and FAU(s) or other heat source, general notes not accepted, draw footprint of equipment at the intended location.
- \_\_\_\_\_ Submit documentation that heating & cooling equipment is sized in accordance with ACCA Manual S, based on loads calculated per ACCA Manual J.
- \_\_\_\_\_ Existing and finished grade shown on all elevation views
- \_\_\_\_\_ 2 sets of engineering calculations (when required)
- \_\_\_\_\_ Exterior light fixture cut sheets
- \_\_\_\_\_ Electrical layout of all receptacles and circuits identified (GFCI & Arc-fault), electrical panel schedule.

### **Remodels & Additions:**

- \_\_\_\_\_ Existing floor plan w/ all rooms labeled (not required for fire damage repairs, no changes)
- \_\_\_\_\_ New floor plan separate from existing with all construction drawing items as listed above.
- \_\_\_\_\_ Clearly marked off street parking spaces on site plan (required for garage enclosures, duplexes, etc.)
- \_\_\_\_\_ Existing opening size & headers.
- \_\_\_\_\_ Show existing roof and which way the roof slopes.
- \_\_\_\_\_ Provide 2 sets of truss calcs. or roof framing plan with rafter size, and spacing.

### **Decks:**

- \_\_\_\_\_ Show ledger size and how it is attached to structure.
- \_\_\_\_\_ All details or plans will be to scale, no "NS or not to scale drawings"
- \_\_\_\_\_ All dimensions are to be indicated.
- \_\_\_\_\_ Specify all lumber dimensions and spacing.
- \_\_\_\_\_ Show footing details
- \_\_\_\_\_ Show all hardware (post bases, post caps etc.)
- \_\_\_\_\_ Guardrails with intermediate railings need to be shown with dimensions
- \_\_\_\_\_ Show stairs, rise and run, and handrails.

### **Accessory Dwelling Units: (ADU)**

- \_\_\_\_\_ A Site Plan showing location of ADU and primary residence, and all other structures on the property is required.
- \_\_\_\_\_ Building elevations are required showing siding of ADU and primary residence
- \_\_\_\_\_ Foundation details need to be included.
- \_\_\_\_\_ Access stairways, decks, entry doors
- \_\_\_\_\_ A Restrictive Covenant needs to be included in the submittal.
- \_\_\_\_\_ Roof truss calcs. need to be in submittal.
- \_\_\_\_\_ Floor truss (with calcs.) or framing plan is included in submittal.
- \_\_\_\_\_ Wall framing details with header sizes are in submittal.