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 and 3 sets of construction plans submitted along with the application. 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:

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

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:

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

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	**35 working days**
Commercial Building /Civil Plan Review	**65 working days**
Re-submittals (changes after plan approval)	**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 ½ =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 ½ =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.