



City of Flagstaff  
Building Safety & Code Compliance Section  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
<https://www.flagstaff.az.gov/494/Building-Safety>

## Administrative Completeness Review Checklist Residential Building Permit Applications

Plans submitted for a building permit will be reviewed in two 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. For review timelines, please see the Residential Plan Review Information Packet. **Deferred submittals are not accepted.**

### NOTICE OF DEFICIENCIES *(This section to be completed by City staff)*

Building Permit Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the sheet number where information may be found **OR** indicate in a written response why it does not apply to this project. Do not cloud/delta changes made to plan sheets for this completeness review.

**Application:** *Must be completed.*

All submittals for building permits must be legible, drawn to scale, and contain enough information to demonstrate compliance with all applicable codes and ordinances.

### **Items and Information Required on Construction Documents**

#### **General**

All sheets numbered

#### Geotech

#### **Cover Sheet**

Project/parcel physical address

Coconino County Assessor parcel number (APN)

Project Description/Scope of Work (a brief narrative describing work proposed)

Applicable Building Codes (See [City of Flagstaff Adopted Codes](#))

Area calculation table in square feet (SF), new habitable area (habitable = area contained within the building thermal envelope), existing habitable area, uncovered porch area, covered porch area, covered deck area, covered deck area, unfinished basement area, finished basement area, unfinished attic area, finished attic area, garage area

Building height (See [Flagstaff Zoning Code – Title 10 Flagstaff City Code](#))

Number of stories

## Site Plan

- Drawn to **engineer** scale (1:20, 1:30 or 1:30, may not be architectural scale). Indicate the scale.
- Property lines with dimensions with size and shape of the lot
- All existing and proposed building and structures. Show decks, exterior stairs, cantilevered structural elements, existing fences or walls, proposed fences or walls, etc.
- Dimensions between the buildings and structures and the property lines
- Building setbacks or Building Envelope indicated (per recorded plat or Flagstaff Zoning Code)
- Streets and alleys immediately adjacent to subject parcel
- North direction indicated
- Driveway location and width (Must meet Development Engineering Standards)
- Electrical service location
- Gas service location
- Water and sewer tap locations
- Private sewage disposal system ("septic system") location.  
\*Note: Septic system design is not required for plan review/building permit issuance. Documentation of Coconino County approval of the septic system design is required prior to issuance of a Certificate of Occupancy.
- Contour lines (2' interval) shown and labeled using elevation above sea level (i.e., 6928')
- Finished floor elevation (required only for new construction and additions)
- Easements indicated (PUE, drainage, utility, slope and resource, etc.)
- Existing trees on parcel; indicate trees to be removed (required only when parcel is located within Resource Protection Overlay)
- Erosion Control Plan (See [Water Services Stormwater Section Handout](#))
- Retaining walls indicated. The services of an Arizona Registered Design Professional is required for walls exceed four (4) feet in height from bottom of footing.
- Grading, cut & fill indicated.

## Demolition Plan/Existing Floor Plan (provide for each level/story)

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Floor layout with each room labeled and indicating the room's existing use (i.e., Kitchen, Den, Bath 2, etc.)
- Show building elements to be removed (i.e. walls/partitions, windows, doors, plumbing fixtures, appliances, etc.)

## Floor Plan (provide for each level/story)

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Rooms labeled indicating the room's intended use (i.e., Kitchen, Den, Bath 1, Bath 2, Hall, etc.)
- Dimensions of buildings, rooms, hallways, wall openings, etc.
- Door and window schedule
- Indicate location and identify plumbing fixtures (toilet, sink, hose bib, washer)
- Indicate location and identify appliances (refrigerator, water heater, oven, range, fireplace insert).
- \*Where applicable, indicate whether electric or gas-fueled.

### **Roof Plan**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Annotation (text notes, keyed notes, dimensions, etc.)

### **Exterior Elevations**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- North, south, east, west exterior views
- Annotation (text notes, keyed notes, dimensions, etc.)

### **Building Sections**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Annotation (text notes, keyed notes, dimensions, etc.)

### **Foundation Plan**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Annotation (text notes, keyed notes, dimensions, etc.)

### **Floor Framing Plan** (provide for each level/story)

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Provide a fully dimensioned plan with details referenced.
- Provide manufactured floor joist or truss layout and design if not conventionally framed.

### **Roof Framing Plan**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Provide manufactured roof truss layout and design if not conventionally framed.

### **Mechanical Plan**

- Mechanical floor plans are required for dwellings over 3,000 SF habitable space.

### **Plumbing Plan**

- On-site water & sewer plans required for dwellings over 3,000 SF habitable space.

### **Electrical Plan**

- Drawn to **architectural** scale (minimum 1/4" = 1'-0"). Indicate the scale.
- Plan showing receptacles, switches, outlets, etc.