



CITY OF GLENDALE DEVELOPMENT SERVICES CENTER

Residential Checklist for Remodels, Additions, Alterations & Accessory Buildings

___ SITE PLAN

1. Separate 8-1/2" x 11" or 11" x 17" sheet. Show the following:
 - The footprint of all buildings,
 - Setback lines,
 - Lot dimensions,
 - Lot coverage calculations,
 - Square footage of all buildings, and
 - Lot easements.
2. Size and location of new and existing (**if applicable**):
 - Water meter and supply lines,
 - Septic tanks and leach fields or sewer line, tap and clean-outs,
 - Electric service entrance section and panel, overhead or underground,
 - Gas lines and gas meter,
 - Swimming pool and or spa,
 - Parking - covered and uncovered,
 - Driveway(s) and surface material, and
 - Fences and gates.

___ CODES

Conforms to applicable 2006 IBC, IRC, IMC, 2003 IFC, 2005 NEC, and 2006 UPC w/ COG amendments.

___ PLANS

Two (2) sets of all plan submittals are required. Plans and specifications shall be:

- Drawn to scale on substantial paper,
- Show in detail that it will conform to the provisions of our current codes and all relevant laws, ordinances, rules and regulations, and
- Shall be of sufficient clarity to indicate the location, nature and extent of the work proposed. Structural engineering may be required to verify stability for gravity and lateral loads.

___ TRUSS DIAGRAMS

All trusses need to be manufactured by an approved truss manufacturer. All truss diagrams need to be sealed by a structural engineer registered by the State of Arizona. **Exception:** truss diagrams for common roof trusses that span thirty feet or less need not be submitted for review but will be required on the job site.

Composite floor joists (such as TJI's) require a framing plan that shows all sizes of joists (engineering is not required). The framing plan needs to show all hangers and appropriate manufacturer's details.

___	FLOOR PLAN	Label the use of all rooms of the proposed addition and adjacent rooms impacted by the addition; show floor area and ceiling height. Show location of all doors, door sizes and swing, and door landings. Provide all window sizes and types; designate the operable portion of windows and the location of tempered glass. Show compliance with light and ventilation requirements for new construction and for existing rooms affected by any addition or alteration. Cross-reference all building sections and details.
___	FOUNDATION PLAN	Specify size, depth, reinforcing and minimum concrete strength. Cross-reference all details to appropriate section and pages.
___	FLOOR/ ROOF FRAMING PLAN	Truss identification numbers need to be referenced on the corresponding framing plan to indicate the relative location of each truss. Note the location and size of all headers, beams and/or lintel with cross-references to the corresponding connection details. Show the existing floor/roof plan with slopes. Show header or lintel sizes where weight is added. With conventional framing indicate the size, species and grade of all framing members. Show details of over framing, gable end bracing and wall bracing.
___	ELEVATIONS	Show elevation that applies to new addition with colors, textures and materials. Indicate that they match the existing house. Provide attic ventilation calculations.
___	BUILDING CROSS SECTION	A building and/or wall cross section should be used to clarify wall, foundation and roof-structure design and connections.
___	ELECTRIC PLAN	Show an electrical floor plan. If the electrical load is to be significantly increased, provide an electrical panel schedule, and a load calculation worksheet.
___	MECHANICAL PLAN	Habitable rooms are required to be heated by the building code. Show location of air diffusers, exhaust fans, and mechanical equipment.
___	PLUMBING PLAN	Provide a waste isometric diagram or a plumbing floor plan. A gas isometric is also needed if gas piping is to be installed. Complete a water meter worksheet if the fixture unit load is to be significantly increased.
___	AFFIDAVIT ADDENDUM	Give form to owner/builder or applicant to complete, sign and return.
___	PLAN REVIEW FEE	Paid with the acceptance of the building permit application and Construction drawings. An estimate of these fees should be requested on the initial contact.
___	PERMIT FEE	Paid at time of permit issuance. An estimate of the building permit fee may be requested when the permit application is submitted.