



DIGITAL CHECKLIST FOR MINIMUM SUBMITTAL REQUIREMENTS

This checklist is designed to help you achieve submittal acceptance on your first attempt. All minimum submittal requirements are in place to provide plan reviewers with the basic information they need to complete a technical review. For this reason, this is a required item. **This checklist must be completed and uploaded with your documents when you apply.** The naming convention for this item is **DIGT-CKLT.pdf** and the Document Description is **1st Sub-Digital Checklist Form**

The **Digital Intake** is a two-step process. First the documents are checked to verify that they meet the **Document Standards** listed below. Secondly, they are reviewed for minimum submittal requirements. If your submittal passes both phases of the intake review, the project will be accepted. If it does not, the checklist will be returned to you with deficiencies noted and an explanation as to how or what to correct.

<p>Document Standards: Please prepare your files to meet the requirements listed below. PDF files must meet these standards to be compatible with the online reviewing tool. Documents will be examined to ensure that they meet these standards.</p>	<p>How to Remedy: if any of your documents do not meet one or more of the standards, please remedy using the options below.</p>
<p><input type="checkbox"/> File size – each PDF file must be 200 MB or less</p>	<p>Break down PDF files into smaller units.</p>
<p><input type="checkbox"/> Scanned Paper PDFs must be clearly legible and follow all guidelines below.</p>	<p>If this and any boxes are checked below, please remedy.</p>
<p><input type="checkbox"/> Flattened/Optimized – each ‘Plan’ must be saved as a flattened/optimized PDF. Plans with layers are not acceptable.</p>	<p>Flatten the drawing layers in your CAD program prior to creating the PDF or use the ‘Save As/Flattened’ and/or optimized PDF option available in your PDF tool.</p>
<p><input type="checkbox"/> Layers or Editable Content – plans that have layers or editable content are not acceptable. Editable content includes active form fields, stamps, comment or text boxes, signatures or markups that can be deleted from the PDF.</p>	<p>Most PDF software display a layer icon if the document has layers. Open the Comment window in your PDF tool to see if there are layers or any editable content. If found, flatten the PDF as in the step above.</p>
<p><input type="checkbox"/> Orientation – all pages must be properly oriented upright with no pages sideways or upside down. This is required for the online reviewing software to perform.</p>	<p>Open the document in your PDF application and do a “Print Preview”. Correct the orientation of any pages. Also make sure the correct paper size is selected.</p>
<p><input type="checkbox"/> Alignment – Plan drawings must be created in your CAD program so that drawing perimeters ‘line up’ exactly when overlaid electronically.</p>	<p>Be sure all pages have the same border set up and measurements.</p>
<p><input type="checkbox"/> Scale – plans must be saved to scale to ensure proper measuring of lines and areas electronically.</p>	<p>Include a graphic scale on each sheet or include a clearly scalable measurement on each page.</p>
<p><input type="checkbox"/> Black and White Plot Style – grayscale, monochrome and colored pens are not allowed.</p>	<p>Convert to black and white plot style.</p>
<p><input type="checkbox"/> Password or Locked – plans that are password protected or locked cannot be accepted.</p>	<p>Remove any password protection or remove any locks.</p>
<p><input type="checkbox"/> Naming Convention – naming convention must be followed.</p>	<p>See User Guide for specific guidelines.</p>

MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

SITE PLAN CHECKLIST: Checked items need correction or are missing.	BUILDING PLAN CHECKLIST: Checked items need correction or are missing.
<input type="checkbox"/> North Arrow and Vicinity Map -	<input type="checkbox"/> Building sets are stapled, numbered with NO site plans attached -
<input type="checkbox"/> Scale: i.e. 1"= 10' 1"= 20' 1"= 30' (Non-standard scales are not acceptable, i.e. 1" = 26.5' or 1"=16') Use either an "Engineers' or "Architects" scale only	<input type="checkbox"/> Plans must be clear and readable, drawn to scale, and on appropriate size paper
<input type="checkbox"/> Parcel / Owner Block / Deed	<input type="checkbox"/> Indicate square footage. A summary of ALL livable, garage, patios, porches, and garage or carport including detached structures. (Existing, new and total lot coverage and square footage) (This may be stated on the site plan.) -
<input type="checkbox"/> Use of adjacent parcels – vacant, residential, etc. (all sides)	<input type="checkbox"/> Current building codes: 2012 IBC, 2012 IRC, 2012 IPC, 2012 IMC, 2012 IFGC, 2012IGCC, 2012 IECC, 2012 IEBC, 2011 NEC -
<input type="checkbox"/> Show location of well on property and/or shared wells within 200' of property	<input type="checkbox"/> No options or references to future construction are allowed.
<input type="checkbox"/> Parcel Dimensions, all sides	<input type="checkbox"/> Floor plan showing electrical, plumbing, and mechanical fixture and appliance locations. If a gas fireplace is shown, look for size/location of propane tank on site plan (if applicable)
<input type="checkbox"/> Building Dimensions, all sides	<input type="checkbox"/> Foundation plan with cross referenced foundation details
<input type="checkbox"/> Dedicated street access including street name, Rights of Way with dimensions and jurisdiction identified	<input type="checkbox"/> A complete floor plan is required of all existing rooms adjacent to an addition and/or enclosed patio, show complete rooms
<input type="checkbox"/> Easements (drainage, ingress/egress, public utility easement, etc.) and show washes on property	<input type="checkbox"/> Roof and floor framing plans

MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

<input type="checkbox"/> Indicate square footage. A summary of ALL livable, garage, patios, porches, garage or carport including detached structures. (existing, new and total lot coverage and square footage) -	<input type="checkbox"/> Cross sections (2) and connection details for both longitudinal and transverse -
<input type="checkbox"/> Driveway (must be labeled "Driveway" or "DW") Circular driveways must be labeled "In" and "Out". Driveway surface material must be noted (Concrete, Asphalt, Crushed Granite, ABC, etc.) -	<input type="checkbox"/> Elevations (4) with height dimensions (include all fencing) -
<input type="checkbox"/> Septic: <ul style="list-style-type: none"> • <input type="checkbox"/> Location with setback to nearby buildings • <input type="checkbox"/> Indicate tank and disposal drain field • <input type="checkbox"/> Name municipal water supply • <input type="checkbox"/> Provide ES documentation of application, ATC/ATD, or review approval as appropriate 	<input type="checkbox"/> A one-line diagram and load calculations are required for work that includes a new or modified 400 amp electrical service. Plans must bear the seal of a registered engineer for work that includes a new or modified 600 amp or larger electrical service -
<input type="checkbox"/> Storage Tanks, i.e., propane, water. Must show setbacks and tank size and label above or below ground -	<input type="checkbox"/> If gas is used, a gas piping isometric and BTU count are required. If propane gas, verify that tank location and size is noted on the Site Plan -
<input type="checkbox"/> Compare site plan to work description for uniformity -	<input type="checkbox"/> If stairs are shown, provide details showing tread rise and run -
<input type="checkbox"/> Check for fences and culverts (if applying for fence provide 4 fence details) -	<input type="checkbox"/> If sealed by a registrant, all seals on plan must be current and signed with expiration date. No altered plans will be accepted -
<input type="checkbox"/> Setbacks to all structures & distances between buildings.	
<input type="checkbox"/> Buildings' intended use, i.e., "Residence", "Barn", "Fence", "Detached Garage", "Storage Shed", etc.	
** DO NOT USE THE WORDS "FUTURE", "FUTURE USE", "PROPOSED", "NOT FOR CONSTRUCTION" AS THEY ARE NOT USED ON BUILDING OR SITE/G&D PLANS.	

Please upload any additional documents that may be needed for your project:	
<input type="checkbox"/> Construction Details – Fence, Wall, BBQ, Fire Pit, etc.,	<input type="checkbox"/> Structural Calculations -
<input type="checkbox"/> Component Specifications – Panels, Inverters, Mounting Brackets, Modules, other spec sheets as applicable.	<input type="checkbox"/> Drainage Reports -
<input type="checkbox"/> Work Order -	<input type="checkbox"/> Will Serve Letter -

We will make every effort to review all new submittals within 3 business days. However, volume or staffing may compromise our ability to meet this goal.

By signing below I acknowledge that I have read and followed the above document standards and checklists.

Name: _____ Date: _____

MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

APPLICANT TO STOP HERE. BELOW SECTIONS ARE FOR DIGITAL REVIEWER TO COMPLETE.

Digital Pre-Submittal Review	Permit Tracking Number:
Digital Intake Reviewer:	Date Reviewed: Click here to enter a date.

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MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

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<input type="checkbox"/> Setbacks to all structures & distances between buildings.	
<input type="checkbox"/> Buildings’ intended use, i.e., “Residence”, “Barn”, “Fence”, “Detached Garage”, “Storage Shed”, etc.	
<input type="checkbox"/> Check for work on adjacent parcels, i.e., fences across multiple parcels, etc.	
<input type="checkbox"/> ** DO NOT USE THE WORDS “FUTURE”, “FUTURE USE”, “PROPOSED”, “NOT FOR CONSTRUCTION” AS THEY ARE NOT USED ON BUILDING OR SITE/G&D PLANS.	

MARICOPA COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

Additional Documents Needed:	
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<input type="checkbox"/> Component Specifications – Panels, Inverters, Mounting Brackets, Modules, other spec sheets as applicable.	<input type="checkbox"/> Drainage Reports –
<input type="checkbox"/> Work Order –	<input type="checkbox"/> Will Serve Letter –

Accessory Permits Needed:	
<input type="checkbox"/> List of Accessory permits initialized as GOTO permits:	Comments:

General Comments