

## RESIDENTIAL PLAN SUBMITTAL

GETTING STARTED

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**Welcome to the City of Page.** The information contained in this handout is to help you receive a quick and thorough review of your plans. If at any time during the plan review you would like to discuss your plan review, please feel free to contact the Building Department.

#### CHOOSING THE LOT FOR YOUR HOME

In choosing the building lot for your new home, be aware that in most cases, lot coverage must not exceed 40%. This includes the dwelling and any other structures such as a detached garage, carport or shed. Check the zoning requirements for your particular lot for minimum square footage of the dwelling and other requirements. Setbacks, in general, must be 20' from the front property line, 10' from each side yard, and 10' from the rear property line for zones R1, R2, and R3. After you have compiled this information, we recommend that you discuss your location and requirements with the Building Department and Zoning Department staff.

The various residential zones have specific size and setback requirements. Check with the Building Department for information about your zone/location that may effect your project.

#### HOUSE AND SITE PLANS

You may chose a house designer, hire an architect or draw the plans yourself. Plans must be drawn on 11"x17" size paper or larger. More specific information for plan submittal is contained in this handout. A residential architect in the State of Arizona does not have to be a licensed architect to draw your house plans.

Your plans are the common point of communication between the Building Department, yourself and your builder, so they must be as accurate and complete as possible. Care should be taken in preparing your plans so that they clearly express the project in detail. Thoroughness will insure that a complete and timely plan review can be done. If any questions arise concerning this process, including the technical portions, questions concerning your lot, phasing of your project or construction of any items, please call the Building Department at (928) 645-4260 with any questions.

#### CHOOSING A BUILDER

*A list of licensed residential contractors is available from the Building Department.*

If you choose to be an owner / builder on your project, you may do so without a license. However, anyone you choose to work for you and any subcontractor who does any of the work such as electrical, plumbing, mechanical, or sheetrock work, must be an Arizona licensed contractor. Also, under state law, you will not be allowed to rent or sell your house for a period of one year after completion and issuance of the final Certificate of Occupancy.

**THE BUILDING PERMIT PROCESS****PLAN SUBMITTAL**

Two complete sets of plans must be submitted to the building department. All work to be done on the proposed construction project must be illustrated in detail on the plans. Changes in plans during the review process can cause additional review time, so changes should be kept to a minimum once the review process begins. One set of plans will be returned to you with review comments and/or requirements.

After review of your plans, comments and/or changes will be returned to you along with your plans. A re-submittal may be required depending on the necessary changes. Schedule some time to discuss any corrections with a building inspector.

**BUILDING PERMIT ISSUANCE AND FEES**

Any subcontractor(s) must be listed on the building permit along with the contractor's license number. If you choose to use a general contractor, you must provide us with his license number and a copy of his bond exemption certificate.

If, as an owner / builder, you later choose to hire a contractor to complete a portion of the home for you, please come in and add their name and license information to your permit.

You or your builder may make arrangements for hook-up of water, sewer and electricity. You will need to decide in advance whether you or your builder will make these arrangements, and apply and pay the deposits.

Building permit fees will be according to Table 1A of the Uniform Building Code. Plan review fees are 65% of building permit fees. Home valuation is calculated by square footage by using the most current "building Valuation Data" sheet published by the International Conference of Building Officials. **Plan review fees must be paid at the time of plan submittal.**

**EXAMPLES OF ESTIMATED FEES**

Livable Space Square Footage	Attached Garage Square Footage	Building Permit Fee	Plan Review Fee	Total Fees
1,500	+	480	1,262.55	+ 820.66 = \$2,083.21
2,000	+	480	1,514.55	+ 984.46 = \$2,499.01
2,500	+	480	1,766.55	+ 1,148.26 = \$2,914.81

## RESIDENTIAL PLAN SUBMITTAL

### RESIDENTIAL CONSTRUCTION OVERVIEW

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### BUILDING CODES

Uniform Codes published by the International Conference of Building Officials:

- 1997 *Uniform Building Code (UBC)*
- 1997 *Uniform Fire Code (UFC)*
- 1997 *Uniform Plumbing Code (UPC)*
- 1997 *Uniform Mechanical Code (UMC)*
- 1999 *National Electric Code (NEC)*

### STATE AND LOCAL CODES

✓Plans must be drawn on 11"x17" (or larger) paper and be clear, complete, and *illustrated* in detail, how they will conform to the provisions of the code. The building should be designed around these codes as minimum criteria. Plans must be ruled and to scale (min 1/4"=1 ft). All building materials of the structure need to be labeled.

✓Woodburning stoves must not emit more than 4 gph emissions per *City Code Article 9-5, Section 9-5-1 through Section 9-5-17*. Provide the name and model of the stove and emission output (an information fact sheet included with the stove will provide all required information).

✓A backwater valve shall be installed on all sewer lines to protect buildings from backflow of sewage into the building. *City Code Section 11-4-(B)*.

✓Subsoil drain lines must be provided around the perimeter of all buildings having floors below grade. *City Code Section 409*.

✓Contact Coconino County Health Department at (928) 774-8941 for separate approvals if installing a septic tank (in areas such as the Ranchette Estates). A building permit may not be issued prior to receiving verbal approval from County Health office.

✓Owner / builders are allowed, but any contractor / laborer hired to assist you must be a licensed contractor per *ARS 32-1169*. If you have questions concerning a license or hiring you may contact the Registrar of Contractor's Office at (928) 526-2325.

✓The Arizona Department of Revenue requires all contractors responsible for \$50,000 valuation of work to either post a tax bond or be exempt for tax liability. Call (928) 542-2076 x-32 for information. State Law requires proof of this exemption prior to issuance of a building permit.

✓A final inspection and approval is required prior to occupying any room or building which is completed. Schedule this inspection with the building inspector 24 hours in advance.

**RESIDENTIAL CONSTRUCTION OVERVIEW****LOCAL CONDITIONS**

✓Wood sillplates for interior and exterior walls on concrete in contact with earth must be pressure treated or foundation grade redwood, foundation grade material. (Dry rot/termite protection.)

✓Trusses with metal gusset plates must be factory built in approved factories. Truss drawings must match engineering to correct gusset plates and members as built.

✓Reinforcing steel in footings shall not be tied to metal grade stakes due to corrosive soil conditions.

✓ABS drain, waste and vent piping may be allowed where combustible construction is allowed.

**DESIGN CRITERIA**

- Wind load 80 MPH, exposure C,  $P=C_d C_q Q_s I$
- Seismic Zone 2B
- Frost depth 18 inch
- Snow load 20 PSF. No reduction.
- Roof drain sizing per 3" per hour rainfall if flat roof system.
- Masonry buildings are considered engineered buildings.  
Provide calculations for lateral and other loads and connections, or consult with the Building Department for design information.

**Inspections**

Twenty-four hour notice is usually adequate for inspection call-ins. Inspections are to be done only by City employees authorized by the City of Page. Approved plans must be on site for contractor and inspector use. Please consult your yellow inspection log sheet for required inspections. If any doubt, call the Building Department before anything is covered.

**Call Bluestake**

Arizona law requires calling utilities before digging or working under over-head lines. For other items such as street cuts, fill dirt, dumping construction materials or grading permits, you must call the public works office. Arizona Blue Stake number is 1-800-STAKEIT (1-800-782-5348).

**ARIZONA WATER EFFICIENT PLUMBING ACT**

The following is a summary of the Arizona Water Efficiency Plumbing Act (HB2440) which contains requirements for the distribution, sale, important and installation of water efficient plumbing fixtures.

**FIXTURES AND USE RATES**

The table below identifies the plumbing fixtures that are covered by the Act and their respective maximum use rates.

<b>FIXTURE</b>	<b>FLOW RATE</b>
Faucets-kitchen and lavatory	3.0 gpm
Replacement aerators-kitchen and lavatory	3.0 gpm
Metering faucets	0.25 gpc
Gravity tank-type and flushometer toilets	1.6 gpf
Blowout toilets	1.6 gph
Showerheads	3.0 gpm
Urinals	1.0 gpf
Evaporative cooling systems & decorative Fountains	equipped w/water recycling or reuse systems

(All faucet and showerhead flow rates are measured at 80 psi)  
(Gallons per flush (GPF), gallons per minute (GPM), gallons per cycle (GPC))

**FIXTURE LABELING**

Before sale, plumbing fixtures must be marketed with labels on both box and product certifying compliance with State law. Labels on fixtures may be removable, but may not be removed until after the fixture has been installed and inspected.

**WAIVER PROVISIONS**

Waiver of use rate and labeling requirements for 180 days if:

- required fixtures are unavailable for more than 30 days
- health, safety or unusual hardships (including hardship for the handicapped or historic buildings).

**POINT OF COMPLIANCE**

Fixtures may not be distributed, sold, imported, or installed unless in accordance with referenced use rates and labeling requirements.

**COMPLIANCE DATE**

Standards become effective January 1, 1994.

**ENFORCEMENT**

Cities and towns (or in unincorporated areas of Counties, the Board of Supervisors) may designate an official to enforce all or a portion of the requirements. DWR must be notified in writing of this designation. If a local official is not designated, the DWR will enforce.

**TYPICAL PLAN SETS****Plan Submittal**

! Two complete sets of plans are required. Plans must be submitted on 11"x17" (or larger) sheets of paper.

*Please show the following information on each appropriate plan sheet:*

**Site Plan -**

- ! Lot and block number.
- ! Owner name and phone number.
- ! Distances to property lines for all structures / buildings.
- ! Scale 1"=20' minimum, indicate scale used at bottom right.
- ! Lot dimensions on all sides of property.
- ! All existing and proposed buildings on lot with sizes and dimensions.
- ! Adjacent streets, name of street, sidewalk, curb and gutter.
- ! Required off-street parking totaling 400 square feet (2 stalls – 10'x20'each).
- ! North arrow, with north oriented to top of plans.
- ! Drainage, 2' contours, existing and proposed grades. Grades may begin at zero at lowest point on the lot or street gutter.
- ! Fences, walls, retaining walls, gates.
- ! Driveway width.

**Floor Plan -**

- ! Label "use" of each room.
- ! Room dimensions.
- ! Equipment.
- ! Header sizes.
- ! Door sizes, locations, swing.
- ! Windows, sizes and locations.
- ! Ramps and slope.
- ! Bathrooms.
- ! Attic access.

**Footing and Foundation Plan -**

- Footing dimensions.
- Step footing.
- Anchor bolt locations.
- Column footings.
- Section cut details.
- Reinforcing steel.
- Retaining wall.
- Hold down locations.

**Building Elevations -**

- ! Roof slope.
- ! Roof covering systems.
- ! Roof overhang dimensions.
- ! Show all four sides.
- ! Exterior windows / sizes.
- ! Exterior wall coverings.
- ! Exterior doors.
- ! Building height.
- ! Height of landings adjacent to all doors.
- Parapets
- Chimneys.
- Underfloor access and vents.
- Guardrails.
- Balconies.
- Shear bracing locations.
- Safety glazing locations.
- Exterior stairs.
- Attic vent sizes.

**Enlarged Elevations -**

- ! Stairs: include an enlarged 1/2" scale elevation view of all stairways showing rise, run, guardrails, handrails and headroom.

# RESIDENTIAL PLAN SUBMITTAL

TYPICAL PLAN SETS (CONTINUED)

## Roof Framing Plan –

- ! Truss layout and girder truss locations.
- ! Lumber grade.
- ! Glu-lam beams showing location and size.
- ! California frame detail.
- ! Roof opening headers.
- ! Special diaphragm nailing.
- ! Spacing of framing members.
- ! Lumber species and grade used.
- ! Sizes of framing lumber.
- ! Skylights.
- ! Ridgeboard size.
- ! Nailing schedule.
- ! Location of heavy equipment.

## Floor Framing -

- Lumber species and grade.
- Sizes of joists.
- Sizes of girders.
- Sizes of beams.
- Spacing for each location.
- Open header sizes & types.
- Hanger sizes & manufacturer.
- Blocking locations.

## Structural Cross “Sections” –

- ! Connections – identify the type, size and manufacturer for each:
  - Ledgers / wall / roof
  - Post / beam
  - Footing / post
- ! connection hardware
- ! Footing sections.
- ! Balcony and ramp details.
- ! Shear wall details & location identification.
- ! Attic ventilation details.
- ! Masonry reinforcing details.
- ! Masonry columns, ties.
- ! Saddles, bolts.
- ! Cross grain connections.
- ! Roof nailing.
- ! Roof overhangs.
- ! Typical wall sections.
- ! Drag struts.

## Plumbing Plan & Schematics -

- Provide main water shutoff.
- Sewer requires backwater valve with double cleanouts.
- Size water lines.
- All hose bibs shown with vacuum breakers.
- Locate water meter.
- Draw DWV schematic.
- Show water heater & blowoff to outside.
- Show vents rising vertically.
- Calculate water meter size.
- Drain lines not in footings.
- Indicate the type of material used for all water and sewer piping.
- Insulation – walls, ceilings.

## Electrical Plan and Diagram –

- ! Provide electrical service riser diagram.
- ! Floor plan with outlets, panels, panel schedule.
- ! Panel locations.
- ! Subpanel sizes.
- ! Smoke detectors must be wired into the electrical system show location in all hallways and bedrooms.
- ! Service panel bonding.
- ! Light at exterior exit doors.
- ! UFER requirements.
- ! Water pipe bond.
- ! GFCI requirements – bathrooms, kitchen, outside, garage.
- ! Wire type, size.

## Miscellaneous –

- ! Engineering calculations may be required on critical structural connections.

Basements and floors below grade must detail the subdrain, gravel, permeable cover and backfill. Detail the subdrain sump if a pump is required.

# RESIDENTIAL PLAN SUBMITTAL

BUILDING PERMIT APPLICATION



City of Page  
**Building & Safety Department**  
 P.O. Box 1180 • 697 Vista Avenue • Page, AZ 86040  
 Phone: (928) 645-4260 • Fax: (928) 645-4265

Permit # \_\_\_\_\_

Approved By: \_\_\_\_\_

<b>BUILDING PERMIT APPLICATION</b> // // //				Job Address:	
Mailing Address:				Owner:	
Phone:		Fax:		e-mail:	
	<b>Name</b>	<b>Address</b>	<b>Contact</b>	<b>Phone</b>	<b>License #</b>
Tenant:					
Gen. Contractor					
Electrical					
Plumbing					
Mechanical					
Architect or Designer					
Engineer					
Other:					
Use of Building:					
Class of work: <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> REMOVE					
Describe Work:					
Special Conditions:					
<b>Approvals</b>	<b>Required</b>	<b>Received</b>			<b>RECD</b>
Fire Dept			Valuation	Permit Fee	
Zoning			Type of Const.	Plan Review	
Public Works			Size of Bldg.	Total Fees	
Engineering			No. of Stories	Occupancies	
P.E.U.			Zone	Sprinklers	
County Health			Lot                  Block	Book-Map-Parcel	

This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of another state or local law regulating construction or the performance or construction.

\_\_\_\_\_  
 Signature of Contractor, Owner or Authorized Agent                  (Date)

**CALL BEFORE YOU DIG 1-800-STAKE-IT BLUESTAKE**