



TOWN OF QUARTZSITE

PLANNING AND ZONING DEPARTMENT

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346
PHONE: 928 927-4333 • FAX: 928 927-4400
ARIZONA RELAY SERVICE (928) 927-3762 (TDD)
WEB SITE: WWW.CI.QUARTZSITE.AZ.US

COMMERCIAL BUILDING PLANS SUBMITTAL CHECKLIST

PROJECT NAME _____

PROJECT ADDRESS _____

PROJECT LEGAL: Tract _____ Block _____ Lot _____

Bond Exemption Certificate or receipt and completed Valid Licensing Certification
Completed Building Permit with:

- Contractor License #
- City Business License #
- AZ Tax Privilege #
- Name, mailing address and telephone number for property owner.
- Flood Plain Survey

Three complete sets of drawings (2 for the Bldg. Dept., 1 for the Fire Dept.) to include:

- Site Plan with all Zoning requirements
- Foundation Plan with all rebar and anchor sizes and locations
- Floor Plan with electrical, plumbing and mechanical layout
- Floor Plan shall also have room dimensions and show all doors and windows with sizes
- Framing Plan with wall framing detail and roof framing detail
- Architectural elevations
- Structural details
- Plumbing Plan (isometrics-drain and water, fixture counts)
- Electrical Plan (one-line, panel schedule, load and fault current calculations)
- Mechanical Plan (model number, unit size, weight, and max fuse size)
- ADA Specification sheet
- Truss Calculations
- Stamped Structural Calculations

Current Codes: 2005 NEC, 2006 IBC, Quartzsite local amendments.

PRE-APPLICATION ACKNOWLEDGEMENT: I understand that **all** of the above information must be submitted unless an item has been found by the Building Department not to be applicable.

Applicant (Print Name) _____

Applicant (Signature) _____ Date _____