



Administrative Review

Minimum Submittal Requirements and Checklist

Single-Family Custom Houses, Guest Houses, and Major Additions/Remodels

Important Notice: Incomplete plans will not be accepted for substantive review.

The Building and the Planning/Engineer Construction Document Plan Sets with the Additional Supporting Information shall be Separated into Separate Submittal Packets and Stapled prior to Logging in at the One Stop Shop

Submittal Requirements:

Provided Not Provided

1 copy

Completed Permit Application – Residential entitled: “Single Family Residential Application for Permitting” (www.ScottsdaleAZ.gov search “forms”)

1st Plan Set Needed to Submit

Plan Set with Building Construction Document Plans and Additional Supporting Information

Provided Not Provided

1 copy

Complete sealed set of plans; including civil site plan, mechanical, electrical (under current Scottsdale Building Codes)

1 copy

Water meter calculations

1 copy

Soils Waiver or Soils Report

1 copy

Structural Calculations

1 copy

ResCheck energy code compliance (www.energycodes.gov)

1 copy

Truss calculations or *deferred submittal form *if plans designed & sealed by an Arizona registrant

1 copy

Manual S and J HVAC equipment design calculations

2nd Plan Set Needed to Submit

Plan Set with Planning, Engineering, and Drainage (Stormwater Management) Construction Document Plans and Additional Supporting Information

Provided Not Provided

1 copy

Request for site visit - signed

2 copies

Civil Site Plan(s) (Grading & Drainage Plan)

2 copies

Native Plant Inventory and Plan (24" x 36" Plan size – may be on the Civil Site Plan)

2 copies

Revegetation (ESL areas only)

1 copy

Floor Plan

1 copy

Foundation Plan

2 copies

Building Elevation Plan

2 copies

Roof Plan Analysis (ESL Areas only)

1 copy

404 Certification

1 copy

Drainage Report (for lots in A, AE, AO, AH flood zone)

1 copy

[Application for Releases & Dedications](#)

- Must be signed by staff contact
- Note: All submittal items checked by staff contact are required with this submittal
- Note: More than one release or dedication requires a map

Accepted as Administratively Complete

Deficient, items marked “NOT PROVIDED” are required for plan acceptance.

_____ Date

Contact staff with questions regarding the Administrative Log-In Review Screening.

_____ Staff Member

Customer Signature: _____

Print Customer Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information, visit our website at www.ScottsdaleAZ.gov

Planning & Development Services Department

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