



Arizona
Department
of Housing

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CHECKLIST FOR FACTORY BUILT BUILDING PLAN SUBMITTAL

Manufacturer: _____ License No.: _____

Model/Serial No.: _____ Box Size: _____

Item No.	Plan Review Submittal	Check Item
1	Plan review application completed, and plan review fee included	<input type="checkbox"/>
2	All plans, details, and calculations stamped by an engineer registered by the state of Arizona	<input type="checkbox"/>
3	Minimum one original and one copy each of all documents included	<input type="checkbox"/>
4	Included self-addressed stamped package for plan documents or other means of return delivery if unable to retrieve plans/documents from office	<input type="checkbox"/>

DESCRIPTION	Plan Page No. / Per Code (PC) / NA
GENERAL (cover sheet)	
Table of Contents	
Each plan sheet is numbered and/or indexed	
Code References and year (2009 ICC, 2008 NEC)	
Construction type	
Occupancy classification	
Occupancy load	
Fire resistance ratings (if required)	
Floor live load/Dead load	
Roof live load/Dead load	
Snow load	
Design wind velocity	
Seismic	
Thermal zones	
Area	
Sprinkler	
Building height (roof mean)	
FLOOR PLANS	
Interior and exterior wall layouts	
Door and window schedules	
Light and Ventilation requirements	
Attic access (size and location)	
Non-prescriptive headers	
Safety glazing requirements	
Fire rating of walls (if applicable)	
Mfg Certificate/Insignia location identified	

EXTERIOR ELEVATIONS	
Exterior materials	
Attic ventilation requirements	
Building height from grade	
PLUMBING	
Plan	
All fixtures furnished by mfg. shown on plans	
Materials (water supply & distribution, DWV, connection fixtures, storm drainage)	
Supply pressure utilized for design	
Supply and waste risers, including DWV system (generic) beneath building	
Water Heater (type & capacity)	
Sizes of pipe, water inlet, DWV main drain	
Water and sewer fixture count calculations	
GAS SYSTEM	
Installed equipment capacity in BTU's	
Gas type	
Gas system schematic	
Materials, sizes	
MECHANICAL	
Installed unit capacity	
Supply and returns (locations and sizes)	
Duct sizes	
Specifications (units, ducts)	
All appliances furnished by mfg. shown on plans	
Exhaust provisions (cfm)	
ELECTRICAL	
Location of all electrical boxes	
Electrical panel location	
Note regarding main disconnect (if applicable)	
Interior lighting and receptacles	
Exterior lighting and receptacles	
Switching controls	
Smoke detector location(s)	
Electrical load calculations	
Electrical panel layout (breaker and wire sizes, circuit schedule)	
Raceway conductor material	
Panel and service entrance sizes	
All fixtures furnished by mfg. shown on plans	
Equipment receptacle(s) (if applicable)	
Equipment disconnect (if applicable)	
Light reduction controls per IECC	
ACCESSIBILITY (other than 1 & 2 family dwellings)	
Entrances and means of egress	
Doors, doorways, and door hardware	

Stairs and handrails	
Toilet rooms, plumbing fixtures, grab bars, etc	
Multi-family dwellings: Type A and B units	
FLOOR X-SECTION	
Joists and beam sizes and spacing	
Materials species and grade	
Sheathing, decking, and concrete as applicable	
Fastening instructions	
Insulation	
Details as required for clarification	
Steel frame details	
WALL X-SECTION	
Stud and column sizes and spacing	
Materials species and grade	
Sheathing and bracing	
Headers and lintels	
Finishes (interior)	
Finishes (exterior)	
Fire rated assemblies	
Fastening instructions	
Insulation	
Details as required for clarification	
Shearwall designs	
CEILING / ROOF X-SECTION	
Truss, rafter, and beam sizing and spacing	
Lumber species and grade	
Sheathing and decking	
Finishes	
Fastening instructions	
Insulation	
PE sealed truss designs	
Overhang details	
Roof to wall connection	
Ridge beams	
Roof covering	
Fire rated assemblies	
Roof slope	
Roof drainage, primary, overflow (if applicable)	
FOUNDATION PLAN	
Footings and pier locations and specifications	
Foundation loads	
Anchorage-building to sill plate	
Anchorage - tie downs (lateral and longitudinal)	
Soil bearing capacity	
Minimum concrete compressive strength	
Mortar type	

Ventilation requirements (with and without vapor barrier)	
Ventilation requirements (with or without vapor barrier)	
Crawl space access requirements	
ENERGY COMPLIANCE	
Demonstrated compliance (Comcheck/Rescheck)	
SET-UP INSTRUCTIONS	
Floor and ceiling connections	
Marriage wall connections	
Roof set-up and connection	
Plumbing connections	
Mechanical connections	
Electrical connections	
Fire stopping	
Air infiltration elimination	
STRUCTURAL	
Gravity load calculation	
Uplift load calculations	
Lateral force calculation	
Shearwall and diaphragm calculation	
Overturning and uplift calculation	
Seismic load calculations	