

Town of Florence
Community Development
 224 W 20th St / P.O. Box 2670
 Florence, Arizona 85132
 Phone (520) 868-7575 Fax (520) 868-7546 TDD (520) 868-7502
www.florenceaz.gov

ADMINISTRATIVE REVIEW CHECKLIST
ONLY A COMPLETE SUBMITTAL WILL BE ACCEPTED FOR PLAN REVIEW

Applicant Name: _____ Phone #: _____

Jobsite Address: _____

Application Completeness

<u>Prov.</u>	<u>Req.</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valid address and parcel #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner information and authorization form if submitting on behalf of the owner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensing (Town and ROC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valuation (must include contractor's written estimate or a materials list w/cost if Owner/Builder)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Square footage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner affidavit (if submitting as an owner/builder)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection Rights & Responsibilities form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bond exemption certificate from Department of Revenue (valuation of \$50,000 or greater)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan review / permit fees

Residential - Two (2) Complete Sets of the Following

<u>Prov.</u>	<u>Req.</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing property lines, all existing buildings on the lot, proposed structures and dimensions from any new structures to related property lines and distance between buildings (new & proposed)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section details showing footings, post to beam connections, rafter to wall connections and any truss calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed electrical / gas / mechanical / plumbing drawings – from where to what (BTU's if applicable) length of the run, size of pipe and type of pipe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's installation instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HDAC approval / design review

New Development - Residential And Commercial Submittals

<u>Prov.</u>	<u>Req.</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design review approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HDAC approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary plat approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final plat recorded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Building construction plans (3 for commercial)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Site plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Structural calcs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Special inspection certificate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 EA - Fire sprinkler & fire alarm plans (may be deferred)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Landscape plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 EA - Civil improvement plans (paving, grading, water, sewer)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 EA - Reports (design, traffic, drainage, soils, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 EA - Certificate of quantities

This application is:

- Accepted as administratively complete
- Deficient, items marked above are required for plan acceptance

Please contact the person below for questions regarding the administrative review process.

Staff Signature: _____ Print Name: _____

Phone: _____ Date: _____

***** The sole purpose of this form is to verify that the minimum submittal requirements have been met. This form does not guarantee or grant approval to begin construction activities.**