



This guideline explains and outlines the process for the submittal, review, approval, and use of residential standard plans within the City of Phoenix. For further information, contact the Development Services Department at (602) 262-7811, or (602) 534-5500 for TTY information. This publication can be made available in alternative formats (Braille, large print, computer diskette, or audiotape) upon request

Purpose:

The purpose of the standard plan review process is to allow homebuilders the ability to process new residential plans by reducing plan review time and costs. This can be done when the intent is to use a single, buildable plan for nearly *identical* homes, created from the same basic plan, on multiple lots, within a particular subdivision, or scattered throughout the City of Phoenix.

Benefits of Standard Plan Use:

Once the City has approved a standard plan, the owner of record has the ability to use the standard plan in the following ways:

- Construct the approved standard anywhere within the City of Phoenix, subject to obtaining a building permit,

Separate construction permit application must be submitted for each home site indicating the address of the proposed site, standard plan # to be built, and a plot plan showing the location of the home on the proposed parcel or lot.

The owner of record is generally the architect or engineer who sealed the plans, or the homebuilder who has authorized development of the house plan for future construction purposes.

General Requirements:

In some cases, the City may require new subdivisions and individual single-family homes and duplexes to undergo a single-family/duplex design review process. This process, outlined in Section 507 of the Phoenix Zoning Ordinance, ensures a variety of house styles, elevations, and colors applicable residential subdivision developments.

New standard building plan review will not be initiated until single-family design review approval has been obtained from the Development Review Administrator. Standard plans may be “certified” for Design Review approval for use City-wide. For further information about the Single-Family/Duplex Design Review Process, please contact the Development Review Administrator at (602) 534-5065.

Standard Plan Review Process:

New Submittals:

Development Services Department (DSD) staff performs the standard plan review process. Once reviewed, DSD staff will notify the customer if the plans are either ready for corrections or approved for future use. New submittals are submitted to Development Services Department, 2nd Floor Counter #4, (602) 534-6499.

Corrections:

If your standard plans submittal requires further information or corrections before the City can approve them, you will need to resubmit the corrected set, along with the red-line set for additional review to the City.

Note: If the redlined set is not returned, an additional plan review fee shall be assessed equal to the original plan review fee.

Submittal Requirements: The following information is required for all standard plan submittals:

- Completed application. Square footage and valuation shall be provided by builder.
- Complete plans, two copies.
- The suggested minimum size is 24" x 36". No loose sheets shall be attached with the exception of truss calculations, structural calculations and manufacturers cut sheets and literature.
 - Provide owner of plan, contact information (if different), address, phone number in title block.
 - All plans shall be legible. A suggested scale of $\frac{1}{4}'' = 1'0$ shall be used for all foundation plans, floor plans, framing plans, and front elevations. Details shall be no smaller than $\frac{1}{2}'' = 1'$.
 - Details, data, and information provided to Development Services staff shall not be included by reference or attachment only. The data must be delineated into the drawings by notes or graphics as part of the original tracings or masters.
 - All engineers and architects involved in the design of the structure are to seal the related sheets and details. This is in accordance with the Rules of the State Board of Technical Registration.
 - All options that may be used shall be shown and listed in a simplified diagram on the cover sheet with an index showing where they are detailed in the drawings. (See example – Exhibit A)
- Structural Calculations, two copies each.
- Design Criteria
- Seismic Zone C
- 90 mph
- Special Inspection Certificates, two copies each.
 - Structural
 - Geotechnical
 - Architectural
- Soil Report, One copy.
- Foundation Plan
- Floor Plan
- List the square footage separately in a table for the livable area per floor, garage, porch, patio, bays etc
- Cross Sections, details referenced
- Electrical Plan
 - One line diagram; panel schedule; load calculations
- 300/400 Amp Service (plans shall be done by electrical contractor, architect, or electrical engineer)
- Exterior Elevations
 - If there are different elevation options, reflect any changes to the foundation plan, floor plan, and framing plan for each, and provide additional details as needed for the clarification of each elevation.
- Floor Framing Plan
- Roof Framing Plan
- Basement, Design required.
- Plumbing Schematic
- Water meter calculation; fixture units, water meter size, supply line size, developed length.
- Gas Isometric (if applicable)
- Mechanical Plan
- Energy Calculations
- Detail Sheet(s) Architectural and Structural
- A separate 8 $\frac{1}{2}''$ x 11" version of the simplified diagram with all options and the table of options from the cover sheet (Exhibit A) shall be submitted with the standard plan submittal.
- Permit Fee:
 - See Development Services Fee Schedule for fees.*
- Plan review fee is 75% of calculated permit fee.
 - Options are: See Development Services Fee Schedule for fees..*
- Once the final plan is approved, any changes to the footprint and/or options will require a new standard plan submittal, RPRS XXXXXX.

All plans submitted for standard plan review should address the following guidelines:

1. All options that may be used shall be shown and listed in a simplified diagram on the cover sheet with an index indicating where each option detailed on the drawings. (See example – Exhibit A)
1 b: An 8 ½ by 11-inch version of the simplified diagram with all options and the table of Options from the cover sheet (Exhibit A) shall be submitted with the standard plan review submittal.
2. Options that change exterior architectural features (including doors, windows, covered entries, patios, garage options and roof options) shall be shown as different elevations. Each different style of elevation, including associated details, must be provided and clearly cross-referenced.
3. All changes in framing, foundation, electrical, mechanical, and plumbing shall be shown on separate plan views, details, and sections and be clearly cross-referenced on the cover sheet.
4. If a standard plan is to be used in a subsequent subdivision, the plan will be revised to indicate the soil conditions. Applicant shall submit two copies of revised foundation plans, detail, structural calculate and soils report. A revision fee will be charged.
5. Design changes that **will not** be charged plan review fees as options:
 - a) Building elevations, front porches, fireplaces, bay windows, entertainment centers, and extensions 30 square feet or less.
 - b) Interior non-bearing wall changes.
 - c) Mechanical/electrical/plumbing changes when no change in the size of the electrical service is made.
 - d) Covered patios of any size.
6. Design changes that **will** be charged plan review fees as options:
 - a) Except as noted in #5 above, changes that result in an increase, decrease, and/or reconfiguration of the building footprint. This includes but is not limited to:
 - Building elevation changes, front porches, fireplaces, bay windows, entertainment centers, and extensions over 30 square feet.
 - Room/garage additions and extensions.
 - Walk decks.
 - b) Additional basements.
 - c) Changes to foundation (conventional reinforcement, post-tension, etc.).
 - d) Structural framing changes without changing materials.
 - e) Changes which increase the space to be air-conditioned.
 - f) Roof orientation changes
7. Design changes that will **require** a separate standard plan:
 - Wood-framed, steel-framed, and masonry construction options.
 - Conventional floor/roof framing versus trussed floor/roof framing systems options.
8. Plan review fees for residential standard plans:
 - Valuation based on largest square footage including all options.
 - Option fee*.
 - Revision(s) to standard plan fee*.
9. Turnaround times for review will be updated weekly.

10. A data entry fee will be charged on permit applications based on an approved standard plan, if the combination of options to be built under that permit has not been used before for a permit. The fee covers the cost to create the electronic combination for use in the current permit and any future permits for exactly the same combination of options.

Combinations will **NOT** be created unless required for a permit.

11. A plot plan must be submitted with each permit application showing the exact footprint, with all options listed for the house to be built.
12. A plot plan review fee* is charged for each permit to assure that the house footprint on the specific lot meets all applicable code(s) and/or stipulation(s).

* See *Fee Schedule/Appendix A.2 of the City Code* for basis of charged fees.

Obtaining Copies of Standard Plans:

The standard plan owner of record, and if applicable, the registrant of record may obtain copies of the approved standard plan by providing a notarized letter to the Development Services Department Record Center. The letter must include the name of the proposed applicant, the standard plan number to be used, and the site address where the new house is to be built.

Once confirmed, the DSD - Record Center staff will forward the plans for reproduction and notify the applicant when they are ready for pick-up and payment of appropriate photocopy charges that apply. The DSD- Record Center is located in City Hall, 200 W. Washington, Phoenix, 2nd floor. For further information please call (602) 262-7800.