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ACCESSORY STRUCTURES PLAN SUBMITTAL CHECKLIST

Item No.	Plan Review Requirement	Check Item	
1	Plan review application completed, and plan review fee included. (Note: include self-addressed stamped package or other means of return delivery if unable to retrieve plans/documents from the office)		
2	Minimum one original and one copy each of all documents included. (Note: "TYPICAL" submittals may include up to eleven sets*)		
3	Accessory structures attached to commercial use factory-built buildings are to comply with the IBC. Accessory structures attached to residential single family factory-built buildings, manufactured homes, and mobile homes are to comply with the IRC.		
4	All plans, details, and calculations stamped by an engineer registered by the state of Arizona.		
5	Engineered design analysis calculations for structure(s) noting applicable loads (floor, roof, wind, etc.).		
6	Codes and standards utilized for calculations and design clearly noted (refer to ADOH website for list of codes and standards)		
		YES	N/A
7	Dimensioned drawings and details of all components		
8	Detailed description of all materials and components utilized (framing, siding, sheathing, finishes, electrical, plumbing, mechanical, etc.)		
9	Fastening criteria clearly noted for each component (types, spacing, finishes)		
10	Detailed method of attachment illustrated of accessory structure to factory-built building, manufactured home, or mobile home.		
11	Access and ventilation requirements clearly noted		
12	Foundation Systems (if applicable)		
	Description of soil class, and soil bearing pressure		
	Footings designed to meet the minimum bearing pressure at the depth required (if applicable)		
	Complete set of dimensioned drawings indicating foundation footing and anchoring, list of materials, and cross-identification of how materials will be used in the appropriate view		
	Supports and anchoring systems identified, with dimensioned drawings for spacing and height minimum/maximums		
	Engineering calculations provided for all load conditions to include roof, floor, and wind loads for horizontal, uplift, overturning, horizontal and torsional earthquake effects on foundations		

*Licensed contractor information is required on plan documents

Notice:

Review of the submittal documents does not authorize or approve any omissions or deviations from the applicable codes and standards adopted by the Department of Housing. It is the sole responsibility of the applicant, designers, registrants, and licensees to comply with all applicable codes and standards adopted by the Department of Housing, Manufactured Housing and Building Division.