Arizona Department of Housing

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ACCESSORY STRUCTURES PLAN SUBMITTAL CHECKLIST

NOTICE: Effective January 1, 2022
All submittals for review are to be submitted electronically via the plan review portal.
The Department will no longer accept hard copy submittals commencing the effective date noted.

Item No.	Plan Review Requirement	Check Item	
1	Plan review application completed, and plan review paid fee receipt included. (Note: Approved on line submittals will be returned electronically.)	☐	
2	One original pdf set of all applicable documents* (pdf documents to be unlocked or a scanned set of original documents)	☐	
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 (as applicable)	☐	☐
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 submitted as 'TYPICAL' plans

REV 1/2022

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.