



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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CHECKLIST FOR FACTORY BUILT BUILDING INSTALLATION PLANS

Item No.	Plan Review Requirement	Check Item
1	Is unit located in a Flood plain: Yes – See Checklist for Flood Plain Installation Plans No – Proceed with this checklist	<input type="checkbox"/>
2	Site plan approved by local zoning for setback and separation to include location of the building, occupancy type or use, building size, and all utility lines	<input type="checkbox"/>
3	Site plan with water, sewer, and gas lines identified from tap/meter to unit. A. Identify size, length, and materials for each B. Location of all cleanouts and grade of sewer line C. If restroom facilities are not included in the building, note provisions on site to accommodate occupants of the new installation.	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
4	Electrical drawings, including the isometric one-line diagram that contain the following information: A. Amps at existing meter, breaker size noted on meter for new building, and load center amps located on new building B. Conduit size, material and distance from existing meter to new building C. Number, size, type of conductors (AL or CU), and length of feeders D. Wire type (ie: THHN, XHHW...) E. All grounding and bonding connections including grounding rod size and length F. Complete details of panelboards, switchboards, and distribution centers	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/>
Foundation Systems		
	Description of the soil class and the soil bearing pressure	<input type="checkbox"/>
	Footings designed to meet the minimum bearing pressure at the depth required (if applicable)	<input type="checkbox"/>
5	Complete set of drawings indicating: A. Dimension and details of the foundation footing and anchoring B. Complete list of materials C. A cross-identification of how materials will be used in the appropriate view.	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
	Identify supports and tie-down system	<input type="checkbox"/>
	Engineering calculations provided for all load conditions including: A. Wind loads for horizontal, uplift loads, overturning B. Horizontal and torsional earthquake effects on foundations	A <input type="checkbox"/> B <input type="checkbox"/>
	Multi-wide units (if applicable) to include mate-line connection details noting fastening and spacing of fastening at the floor and roof.	<input type="checkbox"/>

NOTE: All Plans and calculations submitted for review are required to be sealed by an engineer licensed by the State of Arizona.

EXPEDITED Plan Review Submittal (check one): YES NO
 If yes, Engineer's signature and seal required.

Engineer's Signature: _____ Engineer's Seal: