



# APACHE JUNCTION AZ

Development Services Department/**Division of Building Safety and Inspection**

## COMMERCIAL REMODEL/MISC. CONSTRUCTION BUILDING APPLICATION GUIDE (FOR COMMERCIAL ADDITION SEE "NEW COMMERCIAL" GUIDE)

This Building Application Guide ("Guide") is intended to facilitate the submittal of a building permit application to the Apache Junction Division of Building Safety and Inspection ("DBS"). Please note there are specific Guides for different types of permitted work (e.g., construction of an office building, commercial tenant improvement, and demolitions). If you are unsure of which Guide to use, please visit our [Building Application Guide Guide](#). If you need additional assistance, please contact the DBS at (480)-474-5156 or [Buildingpermits@ajcity.net](mailto:Buildingpermits@ajcity.net).

### TYPICAL JOB TYPES

This Guide is to be used for commercial construction projects such as:

- **Commercial Interior Remodel**
- **Tenant Improvement Buildout**
- **Tenant Improvement Vanilla/Minor**
- **Change of Use (no work proposed or required)**
- **Commercial Roof Replacement**
- **Commercial Exterior Remodel**
- **Commercial Kitchen Ventilation Exhaust System ("CKVES")**
- **Above Ground Flammable or Combustible Storage Tank**

### DIGITAL SUBMISSION REQUIRED

Apache Junction utilizes an online permit system called MyGovernmentOnline ("MGO"). **All applications for a building permit must be electronically submitted through the MGO system**, accessible at [MyGovernmentOnline](#). Before you submit an application for the first time, you must create a user account. For more information on setting up your user account please visit the [MGO Customer Help Guide](#). MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system.

Questions related to the application submittal requirements, specified in this Guide, should be directed to the DBS at (480)-474-5156 or [Buildingpermits@ajcity.net](mailto:Buildingpermits@ajcity.net).

If you require accommodation, there is a public kiosk in the Development Services Lobby at the city complex- 300 E Superstition Blvd. Building D, that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Guide, all application materials must be provided electronically; if you wish to use the public kiosk, you must bring your application material on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

## REQUIRED APPLICATION MATERIALS CHECKLIST

Unless specifically excluded by a DBS staff member in writing, the following Application Materials, as specified in the checklist, below, are required for a building permit application to be accepted. Upon submittal to the MGO system, a staff member will review your uploaded materials for general acceptability with the specifications stated in the table below, as well as with the additional requirements provided in the following sections. If the required "Application Materials" are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted, needs to be corrected or has been rejected.

**\*\*For a CKVES (Type I hood) See [Commercial Hood Supplemental Guide](#).**

**\*\*For a food service facility (restaurant, deli, catering/food truck commissary, etc.) or bar going into a building or space that has not had food service or alcohol sales see [Restaurant Tenant Improvement Guide](#).**

## REQUIRED APPLICATION MATERIALS CHECKLIST

Construction Plan Sheets (*plan sheets are to be provided as one document*)

### Title Sheet- required information

	<u>Provide-</u> Project site address, Parcel Number (APN), zoning district, project title, scope of work, sheet index, legend and vicinity map.
	<u>List-</u> Project owner, design professionals and contractor- names, addresses, phone numbers and emails.
	<u>Provide-</u> Code review data as follows: area of building, type of construction, type(s) of occupancy/use, height and area modifications (if any), fire sprinkler information, deferred submittals (not including truss engineering, which are not deferrable).
	<u>Note-</u> Applicable codes 2018 IBC, 2015 IFC, 2010 ADA, 2018 IMC, 2018, IPC, 2018 IFGC, 2018 IECC, 2017 NEC.
	<u>Indicate</u> that "Construction hours are limited to 5:00 am- 6:30 pm M-F April 15 to Oct 15, and 6:00 am to 6:00 pm M-F Oct 16- April 14; Saturdays, Sundays and City Holidays are 7:00 am to 5:00 pm."

### Site Plan- if applicable\*

	<b><u>The site plan must be a scaled drawing.</u></b>
	<u>Show-</u> Property lines and property line dimensions; all easements, existing and proposed, including FPE's-Federal patent easements; distance from centerline of adjacent streets/alleys to property lines.
	<u>Show-</u> All required zoning setbacks must be shown- front, rear, side yards and shall be measured from property lines or FPE's.
	<u>Provide-</u> Location <u>and</u> dimensions of any existing structures, and proposed location and dimensions of proposed structure, distances between structures.
	<u>Delineate-</u> Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.).
	<u>Show-</u> Accessible (ADA) path of travel from public way to accessible entrances. For more than one building show "site" accessible route between all buildings.
	<u>Identify-</u> Accessible parking.
	<u>Show-</u> Location and dimensions of mechanical and utility equipment including transformers, backflow prevention devices, meters, ground mounted AC units, private fire hydrants and lighting standards.

<b>Floor Plans- required information</b>	
	<u>Provide-</u> A floor plan for each floor.
	<u>Label-</u> All rooms and spaces based on proposed use (office, meeting, exam room, kitchen, etc.).
	<u>Provide-</u> Dimensions of all exterior walls, doors, windows and rooms.
	<u>Identify-</u> All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.).
	<u>Identify-</u> Exit access, exits, and exit discharge.
	<u>Show-</u> All mechanical equipment locations- water heaters, air conditioners, etc.
<b>Exterior Elevations- as applicable</b>	
	<u>Show</u> all sides (faces) and all floors (including roof parapet) of all proposed structures. Identify all proposed exterior materials/finishes and design details.
	<u>Show-</u> Existing and finished grade.
	<u>Identify-</u> All exterior materials: walls- siding, cladding, stucco, etc.; roof- tile, membrane, etc. Provide evaluation report numbers for stucco systems, flat roof membranes, manufactured stone, etc.
	<u>Show-</u> All building mounted equipment, including HVAC units, exterior ductwork, lighting fixtures, etc.
	<u>Provide-</u> Sightline drawings demonstrating rooftop equipment is screened from public view.
	<u>Supply-</u> <b>Color/material Sheet</b> providing illustrations of proposed materials/paint colors.
<b>Building Cross Sections- required information</b>	
	<u>Provide-</u> Cross sections representing two distinct directions through proposed structure showing grade and height details, floor plate and roof plate heights
	<u>Provide-</u> Wall section details clearly showing exterior wall components and addressing air barrier and weather barrier requirements.
<b>Roof Plan- as applicable</b>	
	<u>Provide-</u> Roof plan showing slopes, venting, skylights, material transitions.
	<u>Provide-</u> Flat roofs with parapets- calculations for required drainage, scupper sizing.
<b>Detail Sheets- as applicable</b>	
	Window schedule- provide window sizes, address safety glazing requirements, provide energy code information.
	Door schedule- sizes, energy code information, locking and closing hardware information.
	Flashing and waterproofing details and notes.
	Roof details, including eaves, overhangs, rakes and gables.
	Rooftop equipment screening detail.
	Handrails, guardrails and support details.
	Stairway rise and run, framing, attachment and dimensions of members.
	Dimensioned and detailed accessibility features.
	Fire separations with assembly number and section notes; fire penetrations and openings including assembly numbers.
	Finish schedule with flame spread ratings.
	Wall and ceiling finish schedules with identified flame spread ratings.
<b>Mechanical Plans- required information</b>	
	<u>Provide-</u> Mechanical equipment schedule with ratings in BTUs/hours and weight
	<u>Show-</u> Equipment locations, list sizes and materials, provide legend for symbols
	<u>Identify-</u> Locations of air dampers, fire dampers, and smoke-fire dampers
	<u>Provide-</u> Locations of duct detectors if required.

	<u>Provide-</u> Mechanical roof plan, show equipment locations, mounting and isolation, distances from exhaust or make-up air to building openings and to property lines
	<u>Show-</u> on HVAC Plan, all units and duct sizes, with type and size of insulation
	<u>Provide-</u> Cut sheets on hoods, exhaust fans, make-up air units, and equipment under hoods
	<u>Provide-</u> Calculations for all commercial hoods and fire suppression systems
<b>Plumbing Plans- required information</b>	
	<u>Provide-</u> Plumbing fixture schedule
	<u>Provide-</u> Material identification for all types of piping
	<u>Provide-</u> Drain, waste and vent – one-line plumbing plan and isometric drawing
	<u>Provide-</u> for Gas – one-line piping plan, usage calculation, gas appliance list w/BTUs
	<u>Provide-</u> Water piping plumbing plan
	<u>Provide-</u> Calculation for water pipe sizing and low and high static water pressure (applicable to long runs 50'+, and multi-story buildings)
	<u>Show-</u> Condensate piping – one-line plumbing plan
	<u>Identify-</u> Water supply and backflow protection, and method of wastewater disposal
<b>Electrical Plans- required information</b>	
	<u>Provide-</u> Single line diagram including main panel
	<u>Provide-</u> Electrical load calculations including main switch panel
	<u>Show-</u> Electrical panel schedules
	<u>Provide-</u> Electrical floor plan showing panel circuitry and locations, electrical outlets, lighting fixtures, and exit signs and emergency lighting
	<u>Provide-</u> Reflected ceiling plan showing standard and emergency circuitry and energy efficiency switching and compliant efficacy lighting
	<u>Provide-</u> Electrical roof plan showing roof mounted equipment and service receptacles
	<u>Provide-</u> Electrical room floor plan with dimensions in ¼" scale minimum with ventilation
	<u>Provide-</u> AIC rating on new electrical service and standby emergency generators
	<u>Show-</u> Battery Electrolyte Quantity and Signage per NEC 702.8
	<u>Provide-</u> Photometric Plan including manufacturer's specification sheets ("cut sheets") for all lighting fixtures that depict the design of the fixtures, night-time friendly compliance, and provides technical specifications (i.e., lighting type, watts, lumens, and materials).
<b>Building Energy Efficiency Compliance- as applicable</b>	
	Plans must address air barrier requirements of energy section.
	All mandatory energy code requirements must be clearly addressed.
	Testing required by energy code must be identified on plans.
<b>Additional Documentation- (may be provided as separate documents)</b>	
	Construction Specifications/Tank Cut Sheets/ADA 20% evaluation
	<b><a href="#">Acknowledgement Form</a></b> (required for all applications)
	* Check with staff to see if applicable.

## CONSTRUCTION PLAN PREPARATION REQUIREMENTS

Construction Plans submitted for a building permit must adhere to the following requirements:

- Each sheet shall be signed by the plan drafter, if plans are digital the signature should be digital. If the construction plans are prepared by a licensed architect and/or engineer, a valid electronic stamp is also required;

- Be drawn to a standard architectural and/or engineering scale (e.g., ¼" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, and email address of the plan author(s);
- Specify the date of preparation and document version (deltas);
- Include noted and graphical scales and north arrow on all sheets;
- Be produced in a uniform size (all sheets) of 11" x 17" (Ledger), 18" x 24" (ARCH 'C'), 24" x 36" (ARCH 'D'), or 36" x 48" (ARCH 'E').
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted
- All sheets must be "flattened" into a single layer (multiple layers generated by a CAD application program slow down the review process);
- Provide bookmarks for each plan-sheet, identifying the sheet by number and title (e.g., Sheet A0 - Coversheet);
- Incorporate all the required plan sheets, inclusive of architectural, civil, structural, and landscaping sheets, into a single set of Construction Plans.

### APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in Adobe PDF (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below.** Please do not add dates, special characters (!, @, #, \$, %, ^, &, ", ", and \*), or any other additional information to the file names. Please also ensure that the Construction Plans, inclusive of the site plan, architectural, mechanical, electrical, plumbing and structural, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

For file organization purposes, each application material must be appended (labeled) with the submittal version. For example, 'Sub. 1' for the first submittal, 'Sub. 2' for the second submittal, etc. Following permit issuance, any revision to the application materials must be appended with the revision number and the scope of the revision. For example, a revision to add a new window would be labeled as "Construction Plans – (Add. 1 – New Window)".

REQUIRED FILE NAMING FORMAT <i>(label each file exactly like this)</i>		
<b>Required Material</b> <i>(one PDF file for each item)</i>	<b>Submittal Version</b> <i>(identify the submission number)</i>	<b>Post-Issuance Addenda</b> <i>(identify the revision number/purpose)</i>
Construction Plans	Construction Plans (Sub. 1)	Construction Plans (Add. 1- <i>Scope</i> )
Construction Specifications	Construction Specifications (Sub. 1)	Construct. Specs. (Add. 1- <i>roof mtl</i> )
Acknowledgement Statement	Acknowledgement Statement	N/A
Applicant Response	Response Letter (Sub. 2)	N/A

## OTHER AGENCY APPROVALS

The following additional agency approvals may be required for your project:

- **Superstition Mountains Communities Facility District No. 1**- For new buildings and additions, the sewer district determines if sewer is available and if connection is required. Please contact SMCFD at 480-941-6754 or visit their website at [www.smcfd.org](http://www.smcfd.org).
- **Superstition Fire and Medical District**- Reviews and approves fire sprinkler and fire alarm plans directly. They can be contacted at 480-982-4440 or visit [www.sfmd.az.gov/fire-prevention/](http://www.sfmd.az.gov/fire-prevention/).
- **Pinal County Aquifer Protection Division**- Issues permits related to new septic tanks and evaluates sizing and current functioning, when additions are planned. They can be contacted at 520-866-6442 or visit their website at [www.pinalcountyz.gov/CommuncityDevelopment/AquiferProtection/](http://www.pinalcountyz.gov/CommuncityDevelopment/AquiferProtection/).

## APPLICATION FEES

Payment of deposit fee and other fees due at application must be completed prior to the permit application being accepted for plan review. Staff will check the permit application and submittal documents for completeness and calculate the applicable fees due. **Payment of fees must be made within two (2) business days** after the application has been accepted by the city. Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. Once a building permit is ready to be issued, payment of all permit fees will be required. Additional fees will be charged for each round of plan-reviews after the second Submittal (and revisions). As such, every effort should be taken to ensure that application materials comply with requirements of this checklist to avoid additional plan-check fees.

## INSPECTIONS

Various inspections are required depending on the exact scope-of-work of your permit request. Once a permit has been issued, your MGO account will identify which inspections are necessary (note that additional inspections may be required once construction commences). Please review the [DBS Inspection Handout](#) for information on specific inspections. Inspections may be called for over the phone at (480) -474-5101 or by using your MGO account.

## REVIEW TIMELINES

Construction plans submitted for a building permit are reviewed concurrently by the Building Safety and Inspection Division and the Planning Division. Comments from these departments will be provided at the same time upon completion of the plan reviews. Please allow a minimum of 3 to 4 weeks for the first plan-check and 1 to 2 weeks for all subsequent reviews.

## PERMIT DEADLINES

A permit application will expire **120 days** from the date of last city initiated contact, plan review or request for information. Similarly, an issued building permit will expire if the applicant fails to pass an inspection every **180 days** from the date of issuance. The Building Official may grant extensions to these deadlines prior to the expiration dates

on a case-by-case basis. If an extension request is denied, a new permit application and payment of fees shall be required.

## **RESUBMITTALS**

Plan-review comments from the reviewing departments are released to the MGO Customer Portal as they are completed. However, please do not attempt to upload revised materials until you have received confirmation from the Building Safety and Inspection Division that all comments have been provided. When revised materials are ready to be submitted, it is encouraged that you include a detailed letter providing an itemized response to each plan-check comment. To upload revised materials, please review these instructions here- [MGO Upload Revised Material Guide](#).