



POLICY NO: RVW-1

DATE: 9 January 2020

SUBJECT: Standard plans for One- & Two-Family Dwellings, Detached Accessory Structures and Swimming Pools & Spas.

PURPOSE: To define and coordinate procedures concerning Standard Plans.

Contents:

- PART I- Policy and Procedure
- PART II- Standard Plan Application Submittal Requirements
- PART III- One- & Two-Family Dwellings
- PART IV- Detached Accessory Structures
- PART V- Swimming Pools & Spas

PART I

Policy and Procedure:

The Standard plan program provides for unlimited permits based upon a particular plan for a one-time plan review fee. The Standard plan, with limited options, may be used repeatedly during a code cycle.

There shall be one Owner/Contractor of Record per Standard plan that shall be licensed and registered with the Arizona Registrar of Contractors. The Owner/Contractor of Record is the only one authorized to use the tracking number assigned to their Standard plan.

Exceptions:

- i. Pool/Spa Standard Plan tracking numbers that are obtained by a registered professional such as a civil or structural engineer may have a standard plan for multiple users.

Note: Pool Contractors that depend on a registered professional to design or prepare plans shall not be considered a registered professional in civil or structural engineering and shall not be allowed to have multiple users.

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- ii. When an applicant submits under the authorization of a registered engineer they must provide an approval letter from the engineer stating his/her authorization. The letter must provide the standard plan tracking number and the property owner's name and address. In addition, the letter shall be wet stamped by the Engineer of Record.

In the interest of equitable treatment for all developers/contractors, the following administrative rules are set forth to guide this policy.

PART II

Standard Plan Application Submittal Requirements

- i. ALL STANDARD PLANS AND REVISIONS TO THOSE STANDARDS WILL BE ELECTRONIC SUBMITTALS ONLY THROUGH PINAL COUNTY CITIZEN PORTAL EPLAN REVIEW/EPERMITTING.
- ii. SUBMITTED DOCUMENTS MUST BE IN PDF FORMAT AND MUST NOT BE PROTECTED/SECURED TO ALLOW FOR APPROVAL STAMP OR FOR PLAN REVIEW COMMENTS. SEARCHABLE TEXT (SHX) MUST NOT BE PUBLISHED INTO THE COMMENT LIST OR IN THE DRAWING AREAS OF ANY SUBMITTED PDF DOCUMENT.
- iii. DRAWINGS MUST BE SCALABLE AND PAGES MUST BE ORIENTED AS THEY WOULD BE READ. PLANS SHOULD BE PLOTTED/DRAWN USING BLACK & WHITE PLOT STYLE. GREYSKALE, MONOCHROME AND COLORS ARE DISCOURAGED.
- iv. ALL DRAWINGS THAT ARE PART OF THE PLAN SET (ARCHITECTURAL, MPE AND STRUCTURAL) ARE TO BE ONE FILE. STRUCTURAL CALCULATIONS AND SOILS REPORTS ARE TO BE SEPARATE FILES. IECC, MANUALS J and S, ETC. ARE TO BE COMBINED INTO ONE FILE. TRUSS LAYOUT AND CALCULATIONS ARE NOT REQUIRED FOR SUBMITTAL, HOWEVER, THE PLANS EXAMINER MAY STILL REQUEST A TRUSS LAYOUT AND CALCULATIONS FOR COMPLEX ROOF DESIGNS.
- v. ON THE COVER SHEET PROVIDE A BASE PLAN SHOWING THE SQUARE FOOTAGE FOR LIVABLE, GARAGE, PATIO/PORCHES. THE SQUARE FOOTAGE BREAKDOWN OF EACH OPTION MUST BE LISTED SEPARATELY FROM THE BASE PLAN SQUARE FOOTAGE.
- vi. A NEW STANDARD PLAN SHOULD NOT HAVE A REVISION HISTORY UNTIL AFTER THE STANDARD PLAN IS APPROVED.
- vii. WHEN SUBMITTING FOR A REVISION UPLOAD THE ORIGINAL APPROVED PLANS (WITH APPROVAL STAMPS) ALONG WITH THE REVISED SHEETS INSERTED AND THE OBSOLETE SHEETS REMOVED. REVISIONS ARE TO BE CLOUDED AND IDENTIFIED WITH A REVISION DELTA.
- viii. A STANDARD PLAN USED IN ONE SUBDIVISION MAY NOT BE USED IN ANOTHER. A NEW STANDARD PLAN MUST BE SUBMITTED FOR THE OTHER SUBDIVISION.
- ix. PAPER PLANS SCANNED TO PDF FORMAT ARE ACCEPTABLE, BUT MUST BE LEGIBLE AND FOLLOW THE SUBMITTAL REQUIREMENTS ABOVE.

Duration of Plans:

- i. A Standard plan shall be valid for the length of the code cycle, typically 6 years.
- ii. Permit applications submitted under a Standard Plan number prior to the end of the code cycle shall be accepted and processed. No application shall be accepted after the Standard Plan has expired until a new standard has been reviewed and approved.

PART III

One- & Two-Family Dwellings

Design Criteria for One- & Two-Family Dwellings:

- i. EACH STANDARD PLAN WILL BE LIMITED TO 12 STRUCTURAL OPTIONS. STRUCTURAL OPTIONS SUCH AS 2 FOOT GARAGE EXTENSION, 4 FOOT GARAGE EXTENSION, 12 FOOT SLIDING GLASS DOOR IN LIEU OF A 6 FOOT SLIDING GLASS DOOR, PORCH/PATIO EXTENSION, ETC. EACH COUNT AS STRUCTURAL OPTIONS.
- ii. MOST STANDARD PLAN SETS HAVE A BASE PLAN OFTEN CALLED ELEVATION A WITH ADDITIONAL ELEVATIONS B, C, ETC. THESE ADDITIONAL ELEVATIONS WILL BE CONSIDERED ONE STRUCTURAL OPTION EACH.
- iii. CHANGES IN THE OVERALL LENGTH OR WIDTH OF THE FOOTPRINT WHICH AFFECTS THE DIMENSIONS OF MORE THAN ONE ROOM (EXCEPT FOR A GARAGE, CARPORT OR PORCH) MUST BE SUBMITTED AS A SEPARATE STANDARD, NOT AS OPTIONS ON THE SAME PLAN.
- iv. LIVABLE SPACE OPTIONS THAT DO NOT AFFECT THE OVERALL FOOTPRINT, SUCH AS A DINING AREA IN LIEU OF A DEN, PANTRY IN LIEU OF A HALF BATH, ETC. ARE ALLOWED AND DO NOT COUNT AS AN OPTION.
- v. OCCUPANCY USE CHANGES ARE PERMISSIBLE SUCH AS TAKING SPACE FROM A TANDEM GARAGE FOR AN EXTRA BEDROOM WILL NOT COUNT AS A STRUCTURAL OPTION PROVIDED IT DOES NOT AFFECT THE DWELLING STRUCTURALLY.
- vi. OPTIONS NOT ALLOWED ARE ADDITIONAL FLOORS, A BASEMENT OR DETACHED ACCESSORY STRUCTURES.
- vii. ATTACHED CASITAS, GUEST SUITES, BONUS GARAGE, ETC. MUST REMAIN AN INTEGRAL PART OF THE PRIMARY STRUCTURE UNDER THE SAME ROOF.
- viii. MULTI-FAMILY PLANS SHALL BE LIMITED TO 2-FAMILY DWELLING UNITS.

Standard Plan Naming Convention for One- & Two-Family Dwellings:

There are specific naming conventions that must be followed when saving files for electronic submittal and for the document description. The tables below specify the naming convention and document descriptions to be used for the different types of submittals. IT IS THE APPLICANT RESPONSIBILITY TO NAME FILES AS SHOWN.

1st Submittal:

<u>Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Application form	STD-APPL	STD application
Owner's authorization form	OWN-AUTH	Owner's authorization form
Construction plans	BLDG-PLANS	Arch, MPE, Struct
Structural calculations	STRUC-CALCS	Structural Calculations
Energy documents	NRGY-CALCS	IECC, Manuals JDS, REScheck, etc.
Soils report	SOILS-REP	Soils Report
Special inspection certificate	SIC	Special inspection certificate

Documents not listed should follow a similar naming convention and document description.

2nd Review:

In the event a STD plan needs to be resubmitted, use the following naming convention and document descriptions.

<u>Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Construction plans	RVW2-BLDG-PLANS	Arch, MPE, Struct
Structural calculations	RVW2-STRUC-CALCS	Structural Calculations
Energy documents	RVW2-NRGY-CALCS	IECC, Manuals JDS, REScheck, etc.
Soils report	RVW2-SOILS-REP	Soils Report
Special inspection certificate	RVW2-SIC	Special inspection certificate
Response letter	RESP-ARCH	Architect response letter
Response letter	RESP-STRUC	Engineer response letter

Revisions:

Submitted revisions are to use the following naming convention and document descriptions.

<u>Application Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Revision Application form	REV-STD-APPL	Revision application
Owner's authorization form	REV-OWN-AUTH	Owner's authorization form
Construction Plans	REV-BLDG-PLANS	Arch, MPE, Struct
Structural calculations	REV-STRUC-CALCS	Structural Calculations
Energy documents	REV-NRGY-CALCS	IECC, Manuals JDS, REScheck, etc.
Soils report	REV-SOILS-REP	Soils Report
Special inspection certificate	REV-SIC	Special inspection certificate
Response letter	RESP-ARCH	Architect response letter
Response letter	RESP-STRUC	Engineer response letter

PART IV

Design Criteria for Detached Accessory Structures:

1. Detached Casitas, Guest Suites and similar habitable structures:

- i. Each standard plan will be limited to 6 structural options. Structural options such as 8 foot SGD in lieu of 6 foot SGD, porch/patio extension, 9 foot ceiling, 10 foot ceiling, etc. each count as structural options.
- ii. Most Standard plan sets have a base plan often called Elevation A with additional Elevations B, C, etc. These additional elevations will be considered one structural option each.
- iii. Changes in the overall length or width of the footprint which affects the dimensions of more than one room (except for porches & patios) must be submitted as a separate standard, not as options on the same plan.
- iv. OPTIONS NOT ALLOWED ARE ADDITIONAL FLOORS OR A BASEMENT.

Standard Plan Naming Convention for Casitas, Guest Suites and similar habitable structures:

There are specific naming conventions that must be followed when saving files for electronic submittal and for the document description. Follow the naming convention as outlined for 1- & 2- Family Dwellings above.

2. Detached Garages

- i. Each standard plan will be limited to 6 structural options. Structural options such as 2 foot extension, 4 foot extension, 9 foot ceiling, 10 foot ceiling, etc. each count as structural options.
- ii. Most Standard plan sets have a base plan often called Elevation A with additional Elevations B, C, etc. These additional elevations will be considered one structural option each.
- iii. OPTIONS NOT ALLOWED ARE ADDITIONAL FLOORS AND PARTITION WALLS FOR HABITABLE SPACE, WORK SHOP, CRAFT SPACE, HOBBY SHOP OR OTHER SIMILAR SPACES.

Standard Plan Naming Convention for Detached Garages:

There are specific naming conventions that must be followed when saving files for electronic submittal and for the document description. Follow the naming convention as outlined for 1- & 2- Family Dwellings above.

PART V

Swimming Pools and Spas:

STD Plan Naming Convention for Swimming Pools and Spas:

There are specific naming conventions that must be followed when saving files for electronic submittal and for the document description. The tables below specify the naming convention and document descriptions to be used.

<u>Application Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Application form	STD-APPL	STD application
Owner's authorization form	OWN-AUTH	Owner's authorization form
Construction Plans	POOL-PLANS	Structural Pool Plans
Structural calculations	STRUC-CALCS	Structural Calculations
Special inspection certificate	SIC	Special inspection certificate

Documents not listed should follow a similar naming convention and document description.

2nd Review Standard Plan Naming for Swimming Pools and Spas:

In the event a Standard plan needs to be resubmitted, use the following naming convention and document descriptions.

<u>Application Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Construction plans	RVW2- POOL-PLANS	Structural Pool Plans
Structural calculations	RVW2-STRUC-CALCS	Structural Calculations
Response letter	RESP-STRUC	Engineer response letter

Revisions Standard Plans Naming for Swimming Pools and Spas:

<u>Application Documents</u>	<u>Document Naming Convention</u>	<u>Document Description</u>
Revision Application form	REV-STD-APPL	Revision application
Owner's authorization form	REV-OWN-AUTH	Owner's authorization form
Construction Plans	REV-POOL-PLANS	Structural Pool Plans
Structural calculations	REV-STRUC-CALCS	Structural Calculations

Documents not listed should follow a similar naming convention and document description.