

Residential Building Permit Application Checklist



Permit Types Covered by This Checklist

- **Residential Addition/Alteration:** Renovating or adding onto an existing single-family residence (SFR) or duplex, including fire restoration or general remodel.

Current Adopted Building Codes and Ordinances:

- [2024 I-Codes](#)
- [City of Tucson Amendments to Above Code](#)

Ensure you have all necessary documents and information by following this checklist:

A checkmark in the left column indicates that the item is needed for this application type. The right column is for your use.

1. Document Formatting Requirements

- ☒ ☐ All in PDF format (flattened/permissions removed)
- ☒ ☐ Rotated upright, in black and white
- ☒ ☐ 3"x5" space for City stamp on all sheets
- ☒ ☐ Construction plan set and reports saved as separate PDFs

2. Cover Sheet

- ☒ ☐ Project address
- ☒ ☐ Total square footage of each structure type
- ☒ ☐ Historic, special district, floodplain
- ☒ ☐ Fully detailed scope of work

3. Plot Plan (may be combined with cover sheet when legible)

- ☒ ☐ Address details and legal description
- ☒ ☐ Lot details/lot coverage calculation
- ☒ ☐ Setback distances to property lines and between buildings
- ☒ ☐ Utility locations on property to structure
- ☒ ☐ North arrow and engineering scale

4. Floor Plan

- ☒ ☐ Scale, dimensions (including wall thickness)
- ☒ ☐ Room labels and functions
- ☒ ☐ Means of egress
- ☒ ☐ Fixtures, appliances, cabinets and additional features
- ☒ ☐ Window and door sizes, locations, and operation types
- ☐ ☐ Inclusive Home Design ORD. notes and location of pathways

5. Foundation Plan

- ☒ ☐ Layout with dimensions
- ☒ ☐ Footing width and depth below grade
- ☒ ☐ Reinforcement sizes and locations
- ☒ ☐ Hold-down types and locations
- ☒ ☐ Soil bearing capacity
- ☒ ☐ Concrete compressive strength

6. Building and Wall Sections

- ☒ ☐ Dimensions of foundation above and below grade
- ☒ ☐ Structural connections, reinforcement, materials, and insulation
- ☒ ☐ Fastener types and quantities per connection
- ☒ ☐ Metal connector types and locations

7. Roof Framing and Ceiling Plan

- ☒ ☐ Scale and dimensions

- ☒ ☐ Material types and structural elements
- ☒ ☐ Size, spacing, and span of: rafters, joists, purlins, beams, lintels, posts

8. Exterior Elevations

- ☒ ☐ Elevation views
- ☒ ☐ Height and ground levels
- ☒ ☐ Roof shape, slope and features
- ☒ ☐ Materials and roof covering type
- ☒ ☐ Openings and attachments
- ☒ ☐ Vertical dimensions

9. Energy Conservation

- ☒ ☐ Building thermal envelope
- ☒ ☐ R-Values and U-Factors identified, solar heat gain coefficient
- ☐ ☐ Location of energy certificate

10. Mechanical Plan

- ☒ ☐ Mechanical floor plan/layout
- ☒ ☐ HVAC load calculation (Manual J, Manual D & Manual S)
- ☒ ☐ Equipment schedules
- ☒ ☐ Exhaust fan rates and locations

11. Plumbing Plan

- ☒ ☐ Plumbing floor plan
- ☒ ☐ Isometric
- ☒ ☐ Plumbing fixture schedule
- ☒ ☐ Gas piping plan & gas calculations
- ☒ ☐ Developed (max) length of piping (water and gas)
- ☒ ☐ Piping materials and sizes
- ☒ ☐ Waste clean out locations
- ☐ ☐ Grey water for bathing or plumbing

12. Electrical Plan

- ☒ ☐ Electrical floor plan
- ☒ ☐ One-line diagram/riser diagram with grounding
- ☒ ☐ Panel schedule
- ☒ ☐ Electrical load calculation
- ☒ ☐ Outdoor lighting code ORD. compliance and calculations
- ☒ ☐ Grounding and bonding method
- ☐ ☐ Solar photovoltaic preparation
- ☐ ☐ Electric Vehicle ORD. NEMA 14-50R receptacle and include the demand in the load calculation

Note: The list above includes most of the standard information necessary for submission, but it may not cover everything. Applicants may be asked to supply additional project details, specifications, or plans as deemed necessary by the City of Tucson's Planning and Development Services Department.