

# Building Permit Submittal Requirements

## Initial Submittals:

- Permit application completed in its entirety
- Plan Review Fee
- Soils Report
- Special Inspections Certificate
- Two sets of complete construction plans
- Structural calculations
- A complete code analysis included within the plan documents
- Design Criteria including all local amendments
- SWPPP – Submit Notice of Intent (NOI)

## Deferred Submittals

- Sprinkler plans
- Steel trusses
- Fire alarm plans

## Special Inspections

- Soil preparation and fill
- Steel construction
- Welding
- High strength bolting
- Compaction testing
- Concrete with design strength
- Masonry/reinforcement
- Epoxy bolting

**City of Sierra Vista**  
**Department of Community Development**  
**Special Inspection Certificate**

Project Name	Date
Project Address	Permit No. (When Applicable)
<div style="border: 1px solid black; width: 50px; height: 30px; display: inline-block; margin-right: 10px;"></div> <b>CERTIFICATE OF SPECIAL INSPECTION BY OWNER</b> <i>(TO BE FILLED IN AND SIGNED BY OWNER BEFORE PERMIT IS ISSUED)</i>	
<p><b>In accordance with Section 106.1 of the International Building Code of the City of Sierra Vista, which requires that the execution of certain construction work be placed under the inspection of the architect, engineer, or special inspector appointed by me, I certify that the construction of the above described building project will receive such structural inspection.</b></p>	
Name of Architect	Contractor
Name of Structural Engineer (If any)	Signature of Owner or his Legal Agent

<div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>	<b>SPECIAL INSPECTION RESPONSIBILITY CERTIFICATE</b> <i>(TO BE FILLED IN AND SEALED BEFORE BUILDING PERMIT IS ISSUED)</i>				
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<p>I certify that I am familiar with the structural design of the above named project and, in accordance with Section 106.1 of the International Building Code of the City of Sierra Vista, I hereby assume full responsibility for carrying out the required structural inspection. Inspection reports will be filed with the Building Department as required by Section 1704. The following individual(s) will be special field inspector(s) under my direct supervision and are to be on the job site to render full, complete, and competent inspections. The special inspector(s) are to be named before work under the area of duty commences.</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Name of Masonry Inspector</td> <td style="width: 50%; padding: 2px;">Name of Concrete Inspector</td> </tr> <tr> <td style="padding: 2px;">Name of Welding Inspector</td> <td style="padding: 2px;">Name of Timber Construction Inspector</td> </tr> </table>		Name of Masonry Inspector	Name of Concrete Inspector	Name of Welding Inspector	Name of Timber Construction Inspector
Name of Masonry Inspector	Name of Concrete Inspector				
Name of Welding Inspector	Name of Timber Construction Inspector				

SPECIAL INSPECTOR QUALIFICATION (IBC 1704.1) ARE APPROVED \_\_\_\_\_  
**Building Official**      **Date**

**CERTIFICATE OF COMPLIANCE AND APPLICATION FOR CERTIFICATE OF OCCUPANCY**

<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>	<p><i>(To be filled in and sealed before occupancy certificate is issued)</i></p>	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<p>The construction of the above named project is substantially complete and request is hereby made for issuance of the certificate of occupancy per Section 110 of the International Building Code of the City of Sierra Vista.</p> <p>I certify that, to the best of my knowledge, the structural requirements of the approved plans for which special inspection is required and Sections 106.1 and 1704 of the International Building Code have been complied with.</p>	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Architect or Engineer Responsible for Inspection</td> </tr> </table>		Architect or Engineer Responsible for Inspection
Architect or Engineer Responsible for Inspection		

**City of Sierra Vista  
2015 CODE REVIEW CHECKLIST**

Job Name \_\_\_\_\_ Architect \_\_\_\_\_

Date \_\_\_\_\_

1. OCCUPANCY GROUP (see IBC Chapter 3) \_\_\_\_\_

Spell out in detail, such as: (list all occupancy groups)  
B – office-doctor, real estate, etc.  
M – supermarket  
S-1 – combustible storage

2. TYPE OF CONSTRUCTION (see 2015 IBC Chapter 6 and Table 601) \_\_\_\_\_

3. AUTOMATIC SPRINKLER SYSTEM (see 2015 IBC Section 903 and IFC Appendix B)

Required (yes/no) \_\_\_\_\_  
Provided (yes/no) \_\_\_\_\_

4. FIRE ALARM SYSTEM (see 2015 IBC Section 907)

Required (yes/no) \_\_\_\_\_  
Provided (yes/no) \_\_\_\_\_

5. OCCUPANCY SEPARATION (see 2015 IBC Section 508)

Mixed uses (yes/no) \_\_\_\_\_  
Non-separated uses (yes/no) \_\_\_\_\_  
Separated uses/sum of ratios (yes/no) \_\_\_\_\_

6. AREA

Actual area of each occupancy group

Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_  
Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_  
Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_

Allowable Area (see 2015 IBC Chapter 5 and Table 506.2)

Basic Allowable \_\_\_\_\_  
Allowable increases (provide calculations) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. OCCUPANT LOAD (by occupancy, see 2015 IBC Chapter 10 Table 1004.1.2)

Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_  
Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_  
Occupancy Group \_\_\_\_\_ -- \_\_\_\_\_

8. MEANS OF EGRESS (see 2015 IBC Chapter 10)

- a. 1005 Exit width (required/provided) \_\_\_\_\_
- b. 1008 Egress illumination (battery back-up) provided (yes/no) \_\_\_\_\_
- c. 1010.1.6 Landings
- d. 1010.1.10 Panic hardware provided (yes/no) \_\_\_\_\_
- e. 1013 Exit signs (lighted and battery back-up) provided (yes/no) \_\_\_\_\_
- f. 1008.3.2(5) Exterior emergency illumination provided (yes/no) \_\_\_\_\_
- g. 1017 Exit Access Travel Distance (Allowed/Actual) \_\_\_\_\_
- h. 1020 Corridor protection provided (yes/no) \_\_\_\_\_
- i. 1006 Number of exits (required/provided) \_\_\_\_\_

Provide exiting plan

Provide finish schedule

Provide door and hardware schedule

Tempered glass

All building systems and building envelope energy analysis per 2012 IECC