

# **COMMERCIAL BUILDING REQUIREMENTS**

1. **Two partial sets for City of Willcox staffing** – To include site plan, drainage plan and landscaping.
2. **Plan requirements for submittal to Development Services**

## **Building Department – 2 complete plan sets.**

**Utilities Department** – One partial set – plumbing and mechanical.

**Cochise County Health Department** – One partial set – plumbing, floor and mechanical.

### ***All plans req. min. ¼" per ft. scale, min. 18"x24"***

Unless other arrangements have been made in advance.

**Allow 30 working days for a first response by this department to Commercial Plans that are submitted for review , 20 days for subsequent reviews. The first two reviews for a particular project if no change in structure i.e.: footprint of structure is made will be included in the regular plan review fee charged. Subsequent plan reviews, will be billed by the hour separately at \$40.00/Hr.**

#### **1. Site Plan must include;**

- a. Area of property Drawn to scale 1" = 20,30,40, with yard setbacks.
- b. Must show sq. footage of property.
- c. Show all structures/improvements, located on property and spacing.
- d. Show all easements, rights of way and street frontages.
- e. **Provide Grading and Drainage Plan.** Hydrology report may be needed.
- f. Provide ingress/egress and parking details per City of Willcox Zoning Regs.
- g. Provide Handicap Accessible Route.
- h. Show all utility locations (existing as well as planned)  
If public water mains are extended, a separate water plan is required.

2. **All plans on Commercial Buildings** will be required to be stamped by Arizona licensed design professional, along with other registrants as determined by the Building Official. T.I. with minor improvements may be exempt from this requirement with approval from Building Official.

3. **All Plans must conform to:**

2003 International Fire Code  
1991 Uniform Plumbing Code  
2005 National Electrical Code  
2003 International Fuel Gas Code

2003 International Building Code  
2003 International Mechanical Code  
City of Willcox Ordinances

4. **Minimum Construction Document Requirements:**

**A. Structural**

All load carrying members including footings, and soils shall be calculated and a report of these calculations shall be submitted along with the plans, for review by the Willcox Building Department. A lateral analysis is recommended and could be required.

Minimum engineering design requirements:

Snow Load 0 psf. Seismic Zone C  
Wind: 90 mph. Exposure C

**B. Electrical**

Commercial projects shall have a separate electrical plan depicting layout as well as fixture types and calculations for loads that would include a panel schedule and One Line Diagram. For some small projects, a separate plan page might not be required if it can be determined that combining this plan on another page such as the floor plan will not make that plan difficult to interpret. Projects consisting of a modification of an existing building may not be required to submit a one line diagram, or panel schedule, if it can be determined that the modifications will not add additional loads to the existing system, as long as the existing system has been determined to be safe and code compliant, when approved by the Building Official.

**C. Mechanical/Plumbing**

Commercial projects shall have a separate mechanical plan depicting layout as well as fixture types, capacities and ratings. In addition all pipe sizing calculations and types of piping shall be identified and a piping schematic shall be submitted. The calculations and schematic may be waived for small projects when approved by the Building Official.

**D. Landscape Plan (Not Required for Tenant Improvements T.I.s)**

Provide a Landscape Plan that details compliance with the City of Willcox Zoning Regulations.

**E. Fire Sprinkler/Alarm Plan**

Provide Fire Sprinkler/Alarm Plan built to NFPA 13 and NFPA 72 Standards.

**5. Permits Required:**

- a. Grading Permit-based on cubic yards of cut or fill.
- b. Building Permit-based on valuation.
- c. Electrical Permit-based on valuation.
- d. Plumbing Permit-based on valuation.
- e. Mechanical Permit-based on valuation.

**6. Required Building Inspections:**

Inspections called for by noon one business day will be conducted within 24 business hours. Phone # (520) 384-6419

- a. Footing – after digging and steel placement and prior to pouring.
- b. Sub-Floor Piping – plumb. and elect. ditches prior to backfill.
- c. Sub-Floor Framing – prior to installation of floor sheathing.
- d. Pre-Pour Inspection – prior to placing concrete or pouring grout.
- e. Roof Nail Inspection – prior to the placement of roofing paper.
- f. Shear Nailing – prior to the placement of wall coverings.
- g. Fire Sprinkler/Alarm Inspection
- h. Specialty Inspections – i.e. Hood-Fuel Tanks – other miscellaneous (fire Department)
- i. Framing Inspection – after all elect., plumb., HVAC work has been done, before framing has been inspected and done prior to insulation.
- j. Drywall Inspection – nailing requires inspection prior to taping.
- k. Final Inspections – complete and ready for occupancy. A Certificate of Occupancy is issued after a successful final inspection by all departments. (Fire, Zoning, Public Works, Bldg.)

**7. It is the owner's/contractor's responsibility to contact the utility companies for utility hookups.**

**Water** – City of Willcox 384-4271

**Gas** – City of Willcox 384-4271

**Electricity** – Sulphur Springs Valley Electric Co-op, Inc., (SSVEC) 384-2221

**Sewer** – City of Willcox 384-4271

**Call Blue Stake before digging for utilities 1-800-782-5348**

- 8. Temporary toilet facilities are required at all permitted construction sites.
- 9. Employers are required to carry Workmen Compensation Insurance on all employees. (A.R.S. 23-902)

