City of Flagstaff
Building Safety & Code Compliance Section
211 West Aspen Avenue
Flagstaff, Arizona 86001
https://www.flagstaff.az.gov/494/Building-Safety

Administrative Completeness Review Checklist

Accessory Dwelling Unit (ADU) Model Plans (Residential Building Permit Applications)

Applications for an ADU model plans building permit will be reviewed in two stages. Stage 1 will be an Administrative Completeness Review to check that plans are complete enough to conduct a thorough code review. Stage 2 is a Substantive Review which is a review for code compliance. For review timelines, please see the Residential Plan Review Information Packet. **Deferred submittals are not accepted.**

Note: this checklist only applies to building permit applications for pre-approved ADU model plans in the City of Flagstaff Model Plans Library. For all other ADU building permit applications, please refer to the Residential Building Permit Application Checklist.

APPLICATION REQUIREMENTS

☐ **This checklist**

- ☐ All items are required to be provided, unless they are not applicable. Check all items that you're providing with your building permit submittal. Please leave items blank that are not applicable.

☐ **Residential Building Permit Application:**

- ☐ Fill out completely. Available here: **Application for RESIDENTIAL BUILDING / GRADING Permit.**
- ☐ Indicate the **ADU Model Plan Number** on the "Same-As-Project Number PZ- line. The Plan Number is located on each ADU plan page in the ADU Model Plans Library.
- ☐ Indicate any **pre-approved customization option(s)** you are selecting (such as a pre-approved floor plan, roof plan, etc.) in the Scope of Work line. *Note: not all ADU Model Plans include pre-approved customization options.*

☐ **Site Plan.**

Provide a site plan for the lot or parcel where you will build the ADU. Include the following information. *All submittals for building permits must be legible, drawn to scale, and contain enough information to demonstrate compliance with all applicable codes and ordinances.*

- ☐ All sheets **numbered**
- ☐ Project/parcel physical **address**
- ☐ Coconino County Assessor **parcel number** (APN)
- ☐ Drawn to **engineer scale** (1:20, 1:30 or 1:30; may not be architectural scale). Indicate the scale.
- ☐ **Property lines with dimensions** showing the size and shape of the lot

- ☐ All **existing and proposed building** and structures. Show decks, exterior stairs, cantilevered structural elements, existing fences or walls, proposed fences or walls, etc.
- ☐ **Dimensions between all existing and proposed buildings** and structures
- ☐ **Dimensions between all existing and proposed buildings/structures and the property lines**
- ☐ **Building Envelope** location and dimensions (if applicable; only required if the recorded plat for the subdivision in which the ADU is being built indicates a building envelope for the lot).
- ☐ **Streets and alleys** immediately adjacent to the lot
- ☐ **North direction** indicated
- ☐ **Driveway location and width** (existing and new; if applicable). New driveways must meet Development Engineering Standards.
- ☐ **Electrical service** location
- ☐ **Gas service** location (if applicable).
- ☐ **Water and sewer** tap locations
- ☐ **Private sewage disposal system** ("septic system") location, if applicable.
  **Note: Septic system design is not required for plan review/building permit issuance. Documentation of Coconino County approval of the septic system design is required prior to issuance of a Certificate of Occupancy.*
- ☐ **Contour lines** (2' interval) shown and labeled using elevation above sea level (i.e., 6928')
- ☐ **Finished floor elevation** (required only for new construction and additions)
- ☐ **Easements** indicated (public utility, drainage, utility, slope and resource, etc.), if applicable.
- ☐ **Existing trees** on parcel and trees to be removed (if any). *This information is required only when the lot or parcel is located within the Resource Protection Overlay; see: Flagstaff Property and Planning Map \| City of Flagstaff GIS.*
- ☐ **Erosion Control Plan** (if required, see the 2025-Stormwater-Management-Design-Manual).
- ☐ **Retaining walls** indicated, if any. The services of an Arizona Registered Design Professional is required for walls exceed four (4) feet in height from bottom of footing.
- ☐ **Grading, cut & fill** indicated (if any).

☐ **Required Building Permit fees**

☐ **Manufacturer's specification sheets**.
Provide the manufacturer's specification sheets for each of the following items that will be installed in the ADU to ensure the appliances and fixtures meet the design criteria for the ADUs in the Model Plans Library.

Note: these items are not required if the ADU model plan already has pre-approved fixtures and appliances, and you will be installing these fixtures and appliances in the ADU (currently, the only model plans that have pre-approved appliances and fixtures are BP-25-00877 and BP-25-00878).

- ☐ **Air source heat pump**: confirm the chosen heat pump meets the standards of a cold climate air source heat pump per the Northeast Energy Efficiency Partnership (NEEP).
- ☐ **Toilets, showerheads, and bathroom faucets** to confirm fixtures meet WaterSense standards

- ☐ **Stove, refrigerator, water heater, washer, and dryer** to confirm appliances meet Energy Star standards

☐ **Permission letter from the ADU model plan designer.**

This letter must indicate you have permission to use the designer's ADU plan on your lot. The plan designer must indicate that they give the building permit applicant permission to build the specific ADU on the specific. Please ensure the letter includes the:

- ☐ Plan number
- ☐ Your name
- ☐ Your address
- ☐ Designer name
- ☐ ADU Model Plan name
- ☐ ADU Model Plan number
- ☐ Designer signature