



City of Williams

Building Department

Residential Required Submittal Documents list

Not required

Submitted

- Complete Permit Application
- Deposit - \$500.00 new construction
- Residential Plan Review Submittal Checklist
- Builder \ Contractor Information Form
- Plot Plan 2 sets
- House Plans 2 sets (Drawn to scale no smaller than 3/16" = 1ft, maximum 24"x 30" sheets.)
- Defensible Space \ Vegetation Management Plan (If located within Wildland Urban Interface Zone)
- Septic System approval letter from Coconino County Health Dept. (If needed)
- Flood Management Plan(If property is determined to be in flood zone A.)
FIRM - Community Panel Number 040027-0001B-4B

Residential Plan Review Required Documents

Plot Plan:

- Specify property dimensions
- Show distance and location between all existing and proposed structures
- Dimension all existing and proposed structures
- Show distance from proposed building to front/rear/side property boundaries.
- Show location of all utility hook-up, from structure to utility main.
- Show street and street name which house will front, and north arrow

House Plans:

- Foundation Plan
- Floor Plan
- Equipment Location (underfloor, attic, exterior)
- Floor Framing \ all levels
- Roof Framing
- Elevation drawings
- Cross section
- Details
- Deck Framing
- Square footage of livable space, garages, deck or patio

Truss Calculations:

- 2 sets from the truss manufacturer

Engineering Specifications:

- 2 sets, stamped by an AZ Registered Engineer. (if applicable)