



Single Family Residential (SFR) Standard Lot Submittal Requirements

Updated 12/8/2025

Please be advised that this list contains most requirements but is not all-inclusive. It is still the responsibility of the applicant to ensure compliance with all applicable codes and amendments.

PERMIT APPLICATION - Provide the following:

- Subdivision Name and Lot Number
- Project Address and Parcel Number
- Single Story or Two Story
- Standard Number and Elevation
- Model Options/Details
- Construction Valuation
- Water Meter Information
- Utility Company
- Floor Area Calculations
- Property Owner's Name, Address, Phone Number, Email
- General Contractor, Address, Phone Number, Email, AZ ROC Number and License Classification

SITE PLAN (Min 8-1/2"x11")- Provide the following:

- Property Address Information
- Footprint of building and Setback Lines
- Lot Dimensions and Lot Easements
- Lot Coverage Calculations
- Square Footage Calculations
- Model Number and Elevation
- Water, Gas and/or Electric Meters
- Driveway, fences, and gates

WATER METER WORKSHEET - Provide the following:

- Property Address and Lot Number
- Builder and Standard Plan Number
- Subdivision Name
- 1 or 2 Story
- Total Development Length
- Number of Fixtures and Total Fixture Units

SPECIAL INSPECTION CERTIFICATE(S) - Provide the following:

- Signed and sealed special inspection certificate. It must include the Project Name, Project Address (site specific), and COG Project Number.

BUILDING PERMIT FEE - Provide the following:

- Permit fee is due at the time of permit approval.