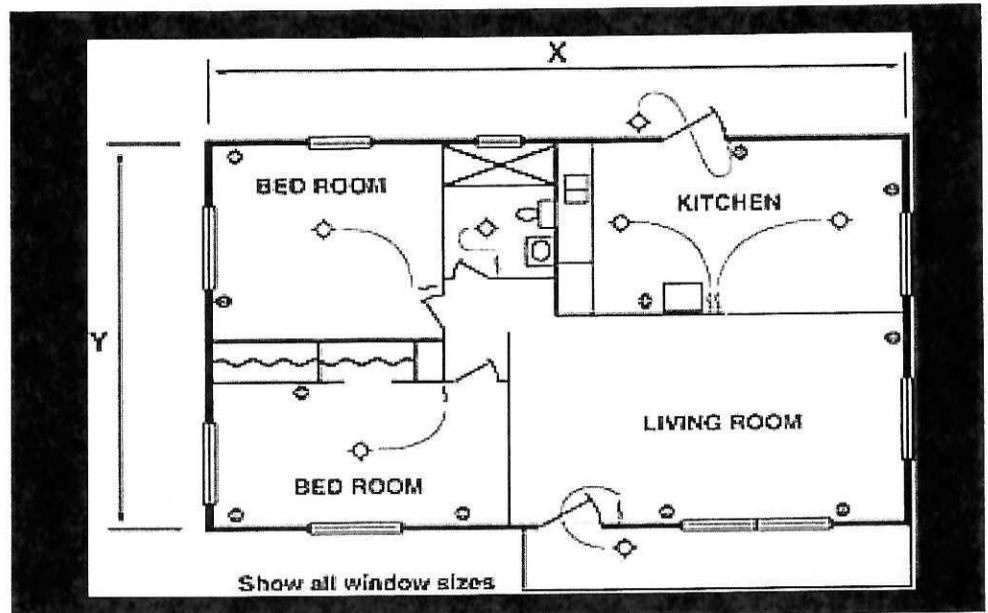


Development Services Department

Floor Plan Example



Please provide the following information on the floor plan. All information must be included in order for the plan to be accepted for review.

The items that need to be shown or marked include:

- Room sizes and uses
- Placement of walls
- Dimensions
- Location and sizes of windows, doors, stairs, fixtures, and outlets (electrical)
- Heating ducts, built-in equipment or cabinets, and smoke detectors

Certificate of Occupancy Baseline Site Depiction Requirements

The Certificate of Occupancy baseline site depiction is prepared for the purpose of documenting existing site conditions when applying for Certificate of Occupancy (including a Provisional Certificate of Occupancy) for existing development. It shall be drawn to scale (no larger than one inch = 60 feet) on a sheet no smaller than 8 1/2" x 11" and no longer than 24" x 36". The Certificate of Occupancy Site Depiction shall be fully dimensioned, legible, and shall include, but is not limited to the following:

Content:

North arrow and scale

1. Lot lines and dimensions
2. Footprint of all existing buildings and structures (including overhangs and canopies).
3. Distance between all buildings or structures, and lot lines.
4. Parking lot layout showing standard and accessible motor vehicle parking spaces.
5. Curbs and sidewalks.
6. Loading space(s).
7. Trash Dumpster and enclosure(s) (if any).
8. Location of fences and walls.
9. Fire hydrants.
10. Location of all freestanding lighting.
11. Adjacent streets, with names, and location of curbs and sidewalks.
12. Any additional existing site features worth noting, i.e. billboards.
13. The plan title "Certificate of Occupancy Baseline Site Depiction", and date prepared shall be placed in a block in the lower right corner of each sheet.

Provide notes with the following information:

1. Project address and current zoning
2. Pima County tax parcel number(s).