



## **CITY OF MESA ORDINANCE NO. 4552**

A digital/electronic **AutoCAD .DWG, .DXF** file (**AutoCAD version 2012 older**) of permit drawings is required to be submitted on CD-ROM to the Development & Sustainability Division (on behalf of Public Safety - Fire and Police Departments.).

The digital/electronic copy must be submitted & approved prior to issuance of the Certificate of Occupancy or Certificate of Completion.

### **Please note:**

**It is highly recommended to submit the digital/electronic copy of permit drawings for approval before picking up the permit and approved plans**





City of Mesa  
CAD Ordinance #4552

55 N. Center St.  
Mesa, Arizona 85201

For Industrial, Commercial & Multi-use submittals

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ PERMIT(S) #: \_\_\_\_\_

PERSON SUBMITTING CD: \_\_\_\_\_

PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SECTION 7-2-3 DIGITAL/ELECTRONIC DRAWING FILE SUBMISSIONS**

The digital/electronic copy of the permit drawings shall be submitted to the Fire Department through the Building Safety Division for approval by the Fire Department’s Technical Services Section prior to the issuance of the certificate of occupancy/completion by the Building Safety Director.

**Required Format.** The digital/electronic files, required under this section, shall be submitted on cd/dvd-rom in one of the **following formats: (dwg), (dxf)**. If submitted files are embedded with external references (“xref’s”), such (xref) drawings shall be included on the submitted cd/dvd-rom. Cryptic naming for layers/files shall include a “definition key.” All digital/electronic files shall be drawn in “feet” at a 1:1 scale.

**Required Information.** At a minimum, each file shall contain the following information:

**DIGITAL/ELECTRONIC DRAWING FILE SUBMISSIONS**

(A) **General.** Projects requiring a construction permit from Building Safety Division, including projects performed under annual facilities permits shall submit a digital/electronic copy of the permit drawings in accordance with the required format. A digital/electronic copy of the drawing shall not be required for the following:

- (1) R3 occupancies.
- (2) R4 occupancies.
- (3) Single family residences.
- (4) Other buildings or structures accessory to and located on the same lot with one and two family dwellings.

(5) Projects not required to submit drawings to obtain a permit. (refer to Title 4, Chapter 1, Mesa Administrative Code).

The digital/electronic copy of the permit drawings shall be submitted to the Fire Department through the Building Safety Division for approval by the Fire Department's Technical Services Section prior to the issuance of the certificate of occupancy/completion by the Building Safety Director.

(B) **Required Format.** The digital/electronic files, required under this section, shall be submitted on cd/dvd-rom in one of the **following formats: (.DWG) (.DXF) (.DGN) NO LONGER SUPPORTED.** If submitted files are embedded with external references ("xref's"), such (xref) drawings shall be included on the submitted cd/dvd-rom. Cryptic naming for layers/files shall include a "definition key." All digital/electronic files shall be drawn in "feet" at a 1:1 scale.

(1) Required Information. At a minimum, each file shall contain the following information:

(a) **Floor Plans:**

- (i) One plan for each building floor.
- (ii) All exterior and interior walls.
- (iii) All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors.
- (iv) Stairs and elevator locations.
- (v) Room/suite's names and/or numbers.
- (vi) Utility shutoff locations (water, electric and gas).
- (vii) Special hazards and high-piled stock/racks, if any.
- (viii) Fire department items shall include, but are not limited to, standpipes, fire sprinkler risers, alarm panels, fire department connections, and Knox boxes.

(b) **Site Plan:**

Including parking lot, building numbers, parking garages, fire lanes and hydrants.

(c) **Roof Plan:**

Layout and access (ladder/hatch locations)

(2) **Not Required.** The drawings are not required to contain layers listing furnishings, floor coverings, ceiling styles/grids, plumbing fixtures, electrical (lights, switches, outlets), wall coverings, or landscape information.