



## ARIZONA ROOM PLAN SUBMITTAL CHECKLIST

Checklist intended for installing Arizona Rooms. **Note: All references comply with the Zoning Ordinance, 2024 International Residential Code (IRC), and City of Mesa amendments.**

### Contents

|                                           |   |
|-------------------------------------------|---|
| Review Key .....                          | 2 |
| Administrative .....                      | 2 |
| General .....                             | 2 |
| Site Plan .....                           | 2 |
| Floor Plan .....                          | 3 |
| Elevations.....                           | 5 |
| Framing Plans .....                       | 5 |
| Mechanical, Plumbing and Electrical ..... | 7 |

### Review Key

“§” = Section symbol (Zoning Ordinance)

“11-47-3” = Title

“11-47-3” = Chapter

“11-47-3” = Section

“M –” = City of Mesa Amendment

---

### Administrative

- ☐ 1. Provide **detailed** project narrative.
- ☐ 2. Identify site address.
- ☐ 3. Provide vicinity map showing areas surrounding the site.
- ☐ 4. Provide project site plan.

### General

- ☐ 1. Arizona Rooms shall comply with existing Variances, Special Use Permits, Zoning Cases or other modifications to [Chapter 34 of the Zoning Ordinance](#).
  - a. These approvals are park/subdivision specific and are not transferrable from one park/subdivision to another.
- ☐ 2. Sheets with Arizona professional registrant seals require legible seals and signatures. Additionally, the seal shall have the registrant’s license number and signature date.
- ☐ 3. Park approval or Homeowners Association approval.
- ☐ 4. Floodplain certification from [Maricopa County Flood Control District](#) if property is in a designated flood zone. (Contact: 602-506-2939)
  - a. Are you in a flood area? Check [flood maps](#).

### Site Plan

- ☐ 1. Dimensioned site plan including all setbacks to property lines and easements. Additionally, show location and dimensions of electrical pedestal to existing and new structures.
- ☐ 2. Identify existing and proposed structures with their specific uses. For example: Recreational Vehicles (RV), park models, awnings, sheds etc.
- ☐ 3. Label and dimension parking spaces.

- a. Minimum requirement: Two 9- X 18-foot parking spaces.
  - b. Identify driveway location and construction materials.
  - c. Paved parking required in RV parks and subdivisions.
- ☐ 4. Identify all natural gas meters or LP tanks.

#### Floor Plan

- ☐ 1. Provide dimensions of enclosed area adjacent to park model or RV area.
- ☐ 2. Show egress windows and doors from existing bedroom.
- ☐ 3. Emergency egress from RV or park model bedrooms shall remain unobstructed.
- ☐ 4. Arizona Rooms: 400 sq ft maximum floor area.
  - a. 120 sq ft maximum floor area for storage sheds. (§11-34-2(A)(4))
  - b. Storage shed may be attached to Arizona Room.
  - c. If detached, storage shed shall not exceed 10 feet in height and shall be located in the rear quarter section of the lot with a minimum 6-foot separation from any structure.
- ☐ 5. Laundry, bath and toilet facilities shall be within the interior walls.
  - a. Identify all areas within enclosure.
  - b. Bedrooms and sleeping quarters not permitted.
  - c. Required note on plans: "Patio enclosures will not be used for sleeping purposes".
- ☐ 6. Identify stair location(s) and dimensions.
  - a. On elevation sheets, provide handrail and guardrail details for raised deck heights exceeding 30 inches.
  - b. Stairs, handrails, and guardrails shall comply with IRC R318.7.1:
    - i. **Width** of stairways shall be 36 inches minimum at all points above the permitted handrail height and below the required headroom height.
      - Where handrail is installed on one side, maintain a 31 ½-inch minimum width below handrail height.
      - Where handrails are installed on both sides, maintain a 27-inch minimum width below handrail height.
    - ii. **Headroom:** Stairways shall have a minimum headroom

clearance of 6 feet 8 inches, measured vertically from the stairs' front edge and landing surfaces. (IRC R318.7.2)

- iii. **Vertical rise:** Flight of stairs shall have no more than 12-foot, 7-inch separation between floor level or landing. (IRC R318.7.3)
- iv. **Risers:** Stair risers shall have maximum riser height of 7  $\frac{3}{4}$  inches. The greatest riser height within a flight of stairs shall not exceed the smallest by more than  $\frac{3}{8}$  inches. (IRC R318.7.5.1)
- v. **Treads:** The tread depth shall be 10 inches minimum. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than  $\frac{3}{8}$  inches. (IRC R318.7.5.2)
- vi. **Winder treads** shall comply with IRC R318.7.5.2.1
- vii. **Handrail** on at least one side of stairways with 4 or more steps (risers). Handrails shall be 34 to 38 inches above the stair edges or ramp surface. (IRC R318.7.8 through R318.8.3)
  - Handrails shall not project more than 4  $\frac{1}{2}$  inches on either side of stairways.
  - Maintain 1  $\frac{1}{2}$ -inch minimum space between handrails and adjacent wall.
  - Handrails to continue for full length of the flight.
- viii. Handrails shall also comply with IRC R320.
  - Note: Required guards shall have intermediate rails or ornamental closures which do not allow the passage of a 4-inch sphere. (IRC R321.1.3)

- ☐ 7. Do not remove siding from park model unless approved by manufacturer or an engineer.
- ☐ 8. No structural modifications to door or window opening on park models/RVs unless approved by manufacturer or an engineer.
- ☐ 9. Patio enclosure's front elevation shall maintain 33 percent minimum open space.
  - a. At minimum, screen mesh, plastic or  $\frac{1}{8}$ -inch glass required for openings.
  - b. Insulated glass and dual pane windows accepted.
- ☐ 10. Dimension all windows and doors.

- ☐ 11. Provide safety glass glazing for windows and doors:
  - a. located within 18 inches of floor;
  - b. located within 24 inches of door opening; or
  - c. where the bottom edge of glazing is within 5 feet of adjacent walking surfaces (or 56 inches in bathrooms). ([IRC R324.4.1 through R324.4.7](#))
- ☐ 12. Solid knee walls near front wall shall be no more 32 inches above finished floor.
- ☐ 13. All exterior doors and windows must comply with [M-IRC R333](#).
- ☐ 14. Water closets require 30-inch wide minimum clear space. ([IRC P2705.1\(5\)](#))
  - a. 15-inch minimum clearance required between the center of the water closet; applicable to all sides.
  - b. Maintain 21-inch minimum clearance space in front of the water closet.

#### Elevations

- ☐ 1. Floor plan shall contain front, rear and side elevations of proposed patio enclosures, Arizona Rooms, and existing park models/RVs.
- ☐ 2. Elevation must show how enclosure will look when completed.
- ☐ 3. Show all existing and proposed exterior finishes including wall materials/siding, roof finishes, etc. Include size and type of all new windows and doors.
- ☐ 4. Identify enclosure height measuring from grade or slab face to the top of the awning or roof.
- ☐ 5. Identify raised floor area height and wall/roof height above raised floor.

#### Framing Plans

- ☐ 1. Ensure enclosure is self-supported.
  - a. Avoid any bearing on park model/RV or any structural connection to an awning.
  - b. Attachment may be for weatherproofing only.
- ☐ 2. Identify lightweight aluminum or other non-combustible roofing materials.
- ☐ 3. Conventional self-supported roof framing authorized where 6-

foot minimum clearance is provided and must comply with [IRC R802.2 through R802.11.1.2](#). Under this condition:

- a. Provide all roofing materials including sheathing, vapor barrier and exterior roofing materials (rolled roofing, shingles etc.).
  - b. Show roof pitch dimensions.
  - c. Provide roof framing plan including rafter sizes, rafter spans and all connectors. Additionally, provide information on ridge beams, beams at openings, header sizes, and all connections.
  - d. Provide ceiling framing plan including size and span of ceiling joists and all connectors.
  - e. Identify interior ceiling material and heights including material type(s) and thickness of gypsum board.
  - f. Identify if area between ceiling and rafters are open or fully insulated. If open, provide roof venting per [IRC R806](#) and show ventilation calculations.
  - g. Provide footing/foundation plan supporting structure. ([IRC R403](#))
    - i. 18-inch minimum footing depth below grade for monolithic footing and 12- X 6-inch footing.
    - ii. 18-inch below grade is required for footing and stem. ([M-IRC R403.1.4](#))
- ☐ 4. Enclosures built under existing metal awning shall have an awning ICC Evaluation Report allowing the awning to be enclosed.
  - a. If permitted per ICC report, provide fully dimensioned ceiling framing plan including sizes and ceiling joist spans. ([IRC R802.5 through R802.5.2.3](#))
- ☐ 5. For new metal awnings, insulated roof panels or other alternative roof systems, provide the ICC Evaluation Report number or provide engineered plans for the roof system.
- ☐ 6. Show ceiling fan support.
- ☐ 7. Provide typical wall section detail including size of vertical studs and connections to sill plate and top plate.
  - a. Provide double top plate for walls built under conventional roof system.
  - b. Show header sizes over all openings.
  - c. Show king studs and trimmers.
  - d. Wall framing shall comply with [IRC R602](#).

- ☐ 8. For walls built on concrete, provide secured-to-concrete pressure-treated or decay-resistant lumber sill plates.
  - a. Redheads at 48 inches center-to-center spacing.
  - b. Shot pins at 32 inches center-to-center spacing.
- ☐ 9. Enclosure built on a raised floor or deck shall comply with [IRC R502](#).  
Provide the following:
  - a. Floor framing plan including floor joist size and span.
  - b. Post and beam size and support for floor including method of attachment to concrete and floor joists.
  - c. For floors built on pony walls, provide pony wall framing detail with framing sizes and method of attachment.
  - d. Show ventilation calculations and method of obtaining floor ventilation. ([IRC R408.1](#); [R408.2](#))
- ☐ 10. Wall built less than 5 feet from lot line shall be 1-hour fire rated.
- ☐ 11. Provide construction wall detail. ([IRC R302](#))

#### **Mechanical, Plumbing and Electrical**

- ☐ 1. Note on plans “No Electric, No Plumbing, No Mechanical” when no electric, plumbing, or mechanical systems are installed.
- ☐ 2. Show following items if electric, plumbing and mechanical systems are installed:
  - a. Location of all GFCI electrical outlets in wall enclosure or storage shed.
    - i. 15- and 20-amp receptacles must be tamper-resistant except receptacles more than 5 ½ feet above grade are:
      - part of a luminaire or appliance; or
      - static receptacles for cord and plug connected appliances. ([IRC E3901](#); [E3902](#))
  - b. Deck receptacle outlet accessible from the inside. ([IRC E3901.7](#))
  - c. Arc-fault protected receptacle outlets. ([IRC E3902.16](#))
  - d. Location of all light fixtures and switches. ([IRC E3903](#))
  - e. Light on the exterior of all doors. ([IRC E3903](#))
  - f. Damp or wet listed fixtures and weather-protected exterior outlets. ([IRC E4002.8 through E4002.10](#))
  - g. Ceiling fan outlet boxes. ([IRC E4203.4](#))
  - h. Water heater disconnect.

- i. Electrical subpanel location.
  - i. 2-wire minimum plus ground and isolated neutral for subpanels.
  - ii. No subpanels in bathrooms or closets.
  - iii. 36-inch minimum clearance in front of subpanels. (IRC E3405.2)
- j. 15-inch minimum separation from center of water closet tank to wall or cabinet. (IRC R327.1)
- k. Hard-wired smoke detectors with backup batteries in each room of a patio enclosure. (IRC R310)
- l. 1-hour fire rated steel or listed plastic electrical boxes in a 1-hour fire rated wall. (IRC E3906)
- m. Bond interior metallic piping in enclosure and/or shed. (IRC E3609)
- n. Power supply to A/C-heat or enclosure/storage shed from electrical pedestal.
- o. Openable window or mechanical exhaust fan for bathroom ventilation. (IRC M1505.2)
- p. Outside vent dryers. (IRC M1502.3)
- q. 12.5-square inch minimum dryer termination cap or back draft damper. (IRC M1502.3.1)
- r. Appliances served by natural gas or LP gas. (IRC Chapter 24)
- s. Combustion air openings and venting. (IRC Chapter 24)
- t. 1 ½-inch minimum washer drains with 2-inch trap and an 18 – 42-inch standpipe. (IRC P2703; P2706.1.2; P3201.7)
- u. 6-inch minimum soil vent termination extension through roof. Use water-based paint for vent. (IRC P3103.1.1)
- v. Thermostatic mixing valve type or pressure balance control valve for all shower and tub-shower combinations. (IRC P2708.4)
- w. Vacuum breakers at all hose bib locations. (IRC Table P2902.3)

**Note:** Mechanical, Plumbing or Electrical plan not required if items are noted on floor plan(s).