PROJECT STREET ADDRESS:_____

PERMIT #_____

THIS CHECKLIST IS TO BE USED AS A GUIDE WHEN REVIEWING PLANS FOR A MODEL COMPLEX & SALES OFFICE IN GARAGE. THESE COMMENTS CAN BE CUT AND PASTED INTO YOUR ELECTRONIC DOCUMENT REVIEW.

General:

_____ 1. If plans are designed by an architect or engineer, they must be licensed by the State of Arizona.

_____ 2. A new construction permit is required to be issued for the single-family residence prior to the issuance of the permit for the garage conversion and sales office.

_____ 3. Provide a letter of intent stating that the garage will be converted into a temporary sales office and that the house will not be occupied until the sales activity ends and the office is converted back to a garage. The letter shall also identify which lot is being used for parking and that the City of Mesa will not issue a permit for any construction on this lot until the sales office is removed from the model home and that an inspection will be required to verify removal of sales office prior to permit being issued.

_____ 4. A maximum of one sales facility per recorded subdivision, per builder, is allowed.

_____ 5. Provide a letter stating that any existing sales trailer will be removed upon final inspection of this permit.

_____ 6. If any structural changes are to be made, provide structural plans for the changes.

Site Plan:

_____ 7. Provide a fully dimensioned site plan, drawn to scale, for the model complex. Include all lot dimensions, setback dimensions, property lines, right of way centerline measurements, easements, address, lot number and trap fencing for the model complex.

_____ 8. Provide required parking area. Parking spaces are to be a minimum of 9' X 18' and parking area must be covered with a dust proof material. Show location of drive approaches.

_____ 9. Provide curb stops for the parking spaces.

_____10. Provide a van accessible handicap parking space with required signage per City of Mesa detail.

_____11. Identify the ADA accessible route from parking area to sales office entrance.

Floor Plan:

_____12. Provide a floor plan of the garage conversion. Include location of egress doors with exterior lights.

_____13. Provide a 2A10BC fire extinguisher.

_____14. Provide a no smoking sign or symbol.

_____15. Provide bottled water or water dispenser, required for occupant load less than 20.

_____16. Provide a sign over the exit door stating, "This door to remain unlocked while building is occupied".

_____17. Identify heating source required for the sales office.

Americans with Disabilities Act (ADA) Compliance:

_____18. Provide ADA compliant lever hardware on both sides of doors in the sales office area.

_____19. Entry walk from the parking lot to the sales office shall be a minimum of 36" wide with a stable and firm surface. Walkways to the main entry door shall not have steps.

_____20. Ramps that slope greater than 1:20 (>5%) shall have handrails on both sides, extending 12" beyond each end of the ramp.

_____21. Provide a landing at the bottom and the top of the ramp.

_____22. Provide a landing at the entry door that is 18" wider on the latch side of the door if the door swings out and 12" wider than the door on the latch side if the door swings in.

_____23. The landing at the entry shall be at the same elevation as the interior slab. Landing shall slope a maximum of ¼" per foot in any direction. Side slopes of landings shall be 1:50 maximum.

_____24. Identify height of threshold (maximum 1 ½"). Threshold may be ½" if sides are beveled.

_____25. Sliding door entries may only be used if easily openable with one operation of the hand equal to opening by using a closed fist.

_____26. Sales office shall provide safety glazing at both interior and exterior locations where required by code.

_____27. Floor surfaces inside the sales office shall be firm and slip resistant.

_____28. Provide an ADA accessible portable water closet if the bathroom in the model is not ADA compliant.