



Community Development Building & Life Safety Division



310 N 4th Street, Kingman, AZ 86401

Phone: (928)753 8130 Fax: (928)753 7597 Web: <http://www.cityofkingman.gov>

Single-Family Dwelling Standardized Plan Process

How to submit for a Standardized Plan

Submit the following to the Permitting Department: Buildingadmin@cityofkingman.gov

1. One Electronic Residential Plan Set
2. A 2' x 4" space reserved on the plan face for the COK Label, which includes;
 - a. Contractor Name
 - b. Contractor House Plan Model Name or Number
 - c. COK Unique Standard Plan Number
 - d. Version Date
3. One set of truss calculations
4. Plan Review Fee – based on COK Valuation Fee Table

After the review has been conducted the plan submittal will either be APPROVED or returned with REDLINED comments. If the plan review is not approved the redlined comments must be addressed as follows;

1. Resubmit the REVISED Plan Set electronically to Buildingadmin@cityofkingman.gov
2. Resubmit the REVISED truss calculations, if applicable

Once Approved – COK will affix a COK Standard Plan Label to each plan set and cover page of the truss calculations. A PDF File containing the Standardized Plan Set and Truss Calculations will be returned to the applicant. When making future application for a building permit for the standardized plan set, the PDF Plan Set and Truss Calculations can be submitted for permit and will be processed as a Standardized Plan, with the reduced Plan Review Fee.

The Contractor is responsible to ensure that an approved printed Job Copy is available at the job site once construction commences and all accompanying documents along with the Inspection Card are available on site until the final inspection is completed and approved.

FAQ:

1. What is the benefit of having a standardized plan?

- Standardized Plan permits pay only ½ the normal plan review fee.
- Standardized Plans are processed much faster than non-standardized plans.

2. What if I need options with my Standardized Plans, i.e. larger garage, additional bedroom, left versus right layout.....?

- Options are OK. However, each option will have to be drawn as a Standardized Plan Set.
- If you want to add an option to an existing Standardized Plan Set, a review fee will be charged (2-hour plan review minimum).