



ARIZONA DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION

100 NORTH FIFTEENTH AVENUE • SUITE 202
PHOENIX, ARIZONA 85007

A registrant shall sign, date, and seal all professional documents under his/her responsibility in compliance with Arizona Administrative Code R4-30-304.

AT A MINIMUM Drawings should contain the following standard information:

Cover Sheet

State of Arizona
State Seal
Governor *Douglas A. Ducey*
Agency Director *Craig C. Brown (for ADOA)*
Agency name *Arizona Department of Administration*
Project name and address
Prime design consultant and contact info
Design sub-consultants and contact info
Project Manager

Index or Cover Sheet

Vicinity Map
Building Key Plan
Legal Description (for new construction)
Project Description
Code Data

Sheet Index
Deferred approvals (fire sprinkler, alarm, trusses, etc.)
Issue date
Revision block (shall indicate latest revision in set)
Symbols Legend
Notes

Project Description

Is the project:
A new building?
A building addition?
A remodel to an existing building?
A tenant improvement?
Mechanical or electrical renovations?
Fire alarm, fire suppression or other life safety upgrades?
Other? Please describe

Code Data

Applicable codes	Egress diagram (can be on another sheet)
Occupancy group	Occupant load calculation
Construction type	Fire suppression system, yes or no?
Separated use or non-separated use	Fire detection system, yes or no?
Area of building	Number of exits required
Area of renovation or tenant improvement	Number of exits provided
Allowable area calculation	Special inspections required
Number of floors in building	Floor loading
ADA Accessible Route (can be on another sheet)	ADA Details (can be on another sheet)