DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

Checklist for Plan Submittal

Project Name: _____

What is required for 1st review?

- ☐ Civil HTE# provided by Engineering or a letter from the Engineering Dept. waiving civil and/or landscape submittals (project name must be specified)
- ☐ Completed permit application applicable to the project
- ☐ Completed ANSI Square Footage Certification Form (residential)
- ☐ Completed Accessibility Compliance Form (tenant improvement)
- ☐ Completed Building Information Form (commercial/tenant improvement)
- ☐ Payment in full for Plan Review Fees
- ☐ 4 complete bound signed and sealed sets of plans including: Architectural, Structural, Mechanical, Plumbing, Electrical and separate accessibility sheets (24" x 36" max and drawn to scale ¼" = 1" or 3/16" = 1")
- ☐ 2 stamped City of Goodyear Planning & Zoning approved site plans (commercial) or 8 ½" x 11" dimensioned plot plan including setbacks (residential)
- ☐ Hazardous Materials Emergency Response Inventory Disclosure Form (if applicable)
- ☐ Completed Special Inspection Certificate and Statement of Special Inspections (if applicable)
- ☐ 2 copies of Soils Report (commercial) or Soils Report Review Verification Form (residential)
- ☐ 2 copies of Structural Calculations sealed by an Arizona registrant
- ☐ 2 copies of Specifications and Equipment Cutsheets (if applicable)
- ☐ 2 copies of Truss Design Specifications and/or Truss Calculations (commercial) or Residential Truss Waiver (residential) – unless deferred

What is required for 2nd and <u>subsequent</u> reviews?

- ☐ Copy of permit application
- ☐ Original comment letter
- ☐ Separate letter responding to comments
- ☐ Special Inspection Certificate & resume(s) with dates (with original wet seal)
- ☐ Original signed development fee calculation form (Form A)
- ☐ All redlined calculations and building plans from previous review(s)
- ☐ _____ NEW complete bound copies of plans including City of Goodyear stamped site plans marked with clouds and/or deltas
- ☐ 2 copies of Soils Report (commercial) or Soils Report Review Verification Form (residential)
- ☐ 2 copies of NEW calculations and/or manufacturer's specifications
- ☐ Copy of Contractor's Arizona Department of Revenue Bond Exemption
- ☐ Other: _____
- ☐ All 3rd and subsequent reviews incur hourly review fees. The 1st hour or _____ is due with the next submittal. Final plan review fees will be due upon completion of all plan reviews.

Separate submittals are required for, but not limited to the following:

- ☐ Fire Sprinkler, Fire Alarm, Special Extinguishing Systems, LPG tanks, Fuel tanks & dispensers, Site lighting (Contact Building Safety at 623-932-3004 for submittal requirements.)
- ☐ Civil & Landscape plans (Contact Engineering at 623-882-7979 for submittal requirements.)

Dear Applicant,

Your plans have recently been reviewed for code compliance by our plans examiner(s). They have documented several issues which must be resolved before a building permit can be issued by the City of Goodyear. In order to continue processing your building permit in an expedient manner, please submit the following:

1. A separate detailed written response to each item redlined on the plans or included in the plans examiner's comment sheet. DO NOT WRITE ON THE PLANS EXAMINER'S COMMENT SHEET. Explain what has been done to achieve compliance and indicate where this revision has occurred on the plans (e.g. "Additional #4 rebar has been added to footing under North column. See detail on page A-12.").
2. Three **new** complete bound plan sets including updated sheets as well as all of the original redlined plan sets. Please label the original sets as "1st Review Redlines". The revised sets must contain the required revisions and the date they were revised. The revisions should be distinguished with clouds or deltas, indicating the revisions. This will help expedite the review.
3. Two new complete bound sets of calculations including all changes (structural, truss, lateral, etc.). Please write the new date and what was changed on the revised set. Also re-submit the original set for comparison. If no changes are required to the calculations then resubmit the two sets submitted with first review.
4. Call the plans examiner directly if you feel that he or she incorrectly cited a code deficiency or if you are unclear of what was cited. In some instances local amendments require items that differ from the published code. If you provide a response such as "The IBC does not require this type of building to be sprinklered," it may generate an additional comment on the second review by the plans examiner.
5. Once the plans have been approved, all previously redlined plans and reviewed material will be discarded unless the applicant specifically requests that they be returned.
6. All deferred submittals shall be submitted within 45 days of building permit issuance. No work is to be performed on any deferred submittals until they have been reviewed, approved and issued.

Please keep in mind that plans submitted for third and subsequent reviews are charged at an hourly rate for each review. (Please check with a Development Services Technician to verify the current hourly review rate.) By not properly resubmitting revisions, plan review fees can become costly. Our goal is to quickly and accurately process your plans so that your permit can be issued. Submitting the above information will help us achieve that goal. Please contact Building Safety at (623) 932-3004 should you have any questions regarding the permit process.

Sincerely,

City of Goodyear
Development Services Department
Building Safety Division