DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

REQUEST FOR MEETING FOR OVER-THE COUNTER REVIEW

MEETING LOCATION
195 N 145TH Avenue
Goodyear, Az. 85338
EMAIL MEETING REQUEST TO: bldg.permits@goodyearaz

Project name: _____**Date of Request**_____
Address: _____ **Suite #** _____
Occupancy Group_____ **Sq Ft**_____
Contact Person: _____ **Title**: _____
Phone Number _____**E-mail:** _____

A meeting may be requested for review and permitting of tenant improvements that meet the following qualifications (check all boxes that apply):

☐Group "B" Occupancy, maximum 3000 sq ft
☐Group "M" Occupancy, maximum 2000 sq ft
☐Group "S-1" Occupancy, maximum 15,000 sq ft, storage less than 12', and no hazardous materials
☐Fire sprinkler or fire alarm tenant improvement associated with the building over the counter tenant improvement project.
☐Change of Occupant (Proposed Use and Occupancy Classification remains unchanged from current Certificate of Occupancy)
☐Improvement does not involve a commercial kitchen
☐Interior only improvements
☐No Planning or Engineering reviews required
☐Interior only demolition of non-bearing partitions, ceilings, etc, for pending future improvements
☐Other work of minor nature. Detailed description of work. Requires approval by Plans Examiner:

_____
_____
_____

Meetings are scheduled on Tuesdays, Wednesdays, and Thursdays between 1:00 pm and 3:00 pm. Meetings are scheduled for a maximum time of one hour.

The Plans Examiner will verify the tenant improvement meets the program qualifications and will email the contact person listed below to schedule a meeting. Meetings will be scheduled for the next available time within 24 hours of approving the meeting request.

TO EXPEDITE THE APPROVAL PROCESS, it is recommended the Registered Design Professional attend the meeting – minor corrections can be redlined and signed by the Registered Design Professional during the meeting (not necessary for 'Change of Occupant" applications)

☐ Name of Registered Design Professional: _____

Registered Design Professional will be in attendance ☐yes ☐ No

REQUIREMENTS FOR MEETING

BuildingTenant Improvement

☐The "Building/FireTenant Improvement/Change of Occupant Submittal Checklist" shall be completed and signed by the Registered Design Professional.

☐Completed "Tenant Improvement Application"

☐Two complete sets of construction documents

☐Plan Review Fee (due at time of meeting). Applicant may request in writing plan review/permit fees prior to meeting @ bldg.permits@goodyearaz.gov

☐Bond Exemption Certificate from AZ Dept. of Revenue – projects $50,000+

☐Business Registration Permit (Business owner and Contractor) - $75.00 fee applies

FireTenant Improvement

☐The "Building/FireTenant Improvement/Change of Occupant Submittal Checklist" shall be completed and signed by the NICET Technician

☐Completed "Fire Construction Application"

☐Two complete sets of fire plans.

☐Plan review fee (due at time of meeting). Applicant may request in writing plan review/permit fees prior to meeting @ bldg.permits@goodyearaz.gov

☐Permit Fees (due at time of permit issuance)

Change of Occupant

☐The "Building/Fire Tenant Improvement/Change of Occupant Plan Submittal Checklist"

☐Completed "Change of Occupant Application"

☐Written narrative complete with description of new business, proposed use, proposed occupancy and proposed work (to be provided on the blank lines on the right hand side of this permit application)

☐Two copies of dimensioned floor plan for the space with the name and address of the business indicating the location of existing walls, doors and plumbing fixtures

☐Plan Review Fee (due at time of meeting). Applicant may request in writing plan review/permit fees prior to meeting @ bldg.permits@goodyearaz.gov

☐Permit Fees (due at time of permit issuance)

☐Business Registration Permit (Business owner and Contractor) - $75.00 fee applies

For office use only

Meeting request approved:_____

Meeting request not approved for the following reason:_____

Date of Meeting: Tuesday_____ Wednesday____ Thursday____ Meeting Time_____