

Submittal Checklist



Engineering and Development Services 14455 W. Van Buren St, Bldg D, Goodyear, AZ 85338 (623) 932-3004, Opt 2

Commercial – New Construction / Additions

This checklist has been provided to assist the applicant in assembling documentation needed for a complete submittal. All plans shall be clear and readable, drawn to scale (1/4" per Ft preferred), landscape orientation, and on appropriate size paper as indicated below. Only complete submittals will be accepted for plan review. Please contact Engineering and Development Services with questions regarding the required materials.

- Completed Building Permit Application – Digital signatures will not be accepted
 - Project Valuation- List site lighting separate
- Completed Deferral Request Form (When applicable)
- Two sets of construction plans signed and sealed by an Arizona Licensed Design Professional. Plans shall be rolled separately (Minimum 24"X36", maximum 30"X42") including:
 - Cover sheet with the following:
 - Valid Engineer's Seal (Current, signed, and dated)
 - Current codes
 - Sheet index that matches the plan sheets provided
 - Project name
 - Project address
 - Architectural sheets
 - Site plan
 - Floor plan
 - Elevations
 - Cross sections
 - Details
 - Structural sheets
 - Mechanical sheets
 - Plumbing sheets
 - Electrical sheets
 - Lighting photometric and fixtures

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- Fire Sprinkler Plans – May be submitted at a later date

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- No civil or landscape sheets shall be included
- None of the sheets include "Preliminary" and/or "Not for construction"
- Two copies of soils report with valid Engineer's seal (Current, signed, and dated)
- Two sets of specs with valid Engineer's seal (Current, signed, and dated)
- Two sets of calcs with valid Engineer's seal (Current, signed, and dated)
- Completed Special Inspection Form(s) including resumes - (When applicable)
- Site plan approval - Case number: _____
- Civil plan submittal - HTE number: _____
- Other: _____
- Completed Application Checklist (This form)
- Fees: \$100.00