

Submittal Checklist



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

Group Home / Assisted Living / Behavioral Health

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.

Number of Occupants:

- 1-5 Residents – No zoning clearance or fire suppression required. Permit may be issued through the Over the Counter Permit Program (Link provided), or submitted for review.
<http://www.goodyearaz.gov/government/departments-divisions-a-z/development-services/building-safety-division/building-permits-by-email-online-tracking>
- 6 Residents – No zoning clearance required. An NFPA 13R fire suppression is required. Alarm monitoring is required in compliance with Section 903.4 of the 2012 IFC.
- 7-10 Residents – A zoning clearance is required from the Planning and Zoning Division prior to Building Permit Submittal. An NFPA 13R fire suppression is required. Alarm monitoring is required in compliance with Section 903.4 of the 2012 IFC.

Type of State license (Please check below):

- Group Home for the Developmentally Disabled
- Assisted Living Home
- Behavioral Health

Submittal requirements (1-5 residents only) when submitted at the Development Counter:

- Completed Building Permit Application – Digital signatures will not be accepted
- Two copies of a floor plan (8 ½"X11") with occupant layout

Submittal requirements (6-10 residents only):

- Completed Building Permit Application – Digital signatures will not be accepted
- Zoning Clearance (7-10 residents only)
- Two sets of construction plans rolled separately (Minimum 11"X17", maximum 24"X36") drawn to ¼" scale, signed and sealed by an Arizona Licensed Design Professional 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

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- Floor plan locating smoke detectors and egress windows, types and sizes (Openable dimensions), 2A10B portable fire extinguisher(s)
- Detail sheet(s), walls, ADA, etc.
- Framing plan
- Electrical plan
- Mechanical plan – Including Manual ACCA J, D, and S calculations, and requirements from Chapter 11 and Chapter 15 of the 2012 IRC (When applicable).
- Cross sections and details
- Fire sprinkler plan required – May be submitted at a later date

Required for all permits:

- Other: _____
- Completed Application Checklist (This form)
- Fees: \$35.00 – Regardless of the number of residents