

Submittal Checklist



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

Residential Addition / Alteration Permit

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
- Two Sets of Construction Plans rolled separately (Minimum 8 ½"X11", Maximum 24"X36") drawn to ¼" scale, including the following, as applicable:
 - Cover Sheet including:
 - Current Codes
 - Sheet index including all sheets referenced in plan set
 - Project name
 - Project address
 - Site Plan including:
 - Label existing structures
 - Label and dimension proposed construction
 - Property dimensions
 - Setbacks to property lines from proposed structure
 - Lot coverage (All areas under roof)
 - List height of existing structure and height of proposed structure
 - Foundation Plan
 - Floor Plan with Dimensions and Labeled rooms
 - Roof Plan
 - Framing Plan
 - Elevations (All sides) including:
 - Material and color
 - Finished grade
 - Finished floor
 - Header height
 - Plate height
 - Roof height (To peak or top of parapet)

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- Electrical Plan including:
 - Fixture/Receptacle layout
- Other: _____
- Completed Application Checklist (This form)
- Submittal Fees: \$35.00