

# Over the Counter Plan Review Meeting Request Form



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

Project Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Occupancy Group: \_\_\_\_\_ Square Ftg: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

A meeting may be requested for review of tenant improvements that meet the following criteria:

- Group "B" Occupancy, maximum 3,000 square feet
- Group "M" Occupancy, maximum 2,000 square feet
- Group "S-1" Occupancy, maximum 15,000 square feet, storage less than 12', and no hazardous materials
- Fire sprinkler or alarms associated with any one of the above tenant improvements
- Interior only demolition of non-bearing partitions, ceilings, etc.
- Change of Occupant, providing the proposed use and occupancy classification remain unchanged from the current Certificate of Occupancy
- Other (Requires approval by the Building Official) Detailed description of proposed work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The project will NOT be eligible for over the counter plan review when the proposed work includes the following:

- Improvements involving a commercial kitchen
- Review by Planning and Zoning or Engineering

Email Floor Plan, and Meeting Request Form to [debbie.white@goodyearaz.gov](mailto:debbie.white@goodyearaz.gov). Meetings are held on Tuesdays and Wednesdays between 9:00 - 11:00 am and 1:00 - 3:00 pm. Staff will verify the tenant improvement meets the program qualifications and email the contact person listed above to schedule the meeting. Meetings will be scheduled within 24 hours of approving the request.

### Internal Use Only

Request approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting request denied for the following reason(s): \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_