

# Submittal Checklist



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

## Commercial – Tenant Improvement

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
- Completed Deferral Request Form (When applicable)
- Two sets of construction plans rolled separately (Minimum 24"X36", maximum 30"X42") drawn to ¼" scale including (As applicable):
  - 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
    - Parking Calculations
  - Architectural sheets
  - Structural sheets
  - Mechanical sheets
  - Plumbing sheets
  - Electrical sheets
  - None of the sheets include "Preliminary" and/or "Not for construction"
- 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 resume - (When applicable)
- Other: \_\_\_\_\_
- Completed Application Checklist (This form)
- Fees: \$100.00