

Commercial Change of Occupant Submittal Guide

Online Application Information:

Submit applications at www.goodyearaz.gov/development

Application Type: Building Applications

Project Type: Change of Occupancy

Upload and Submit:

Checked files are the required files to submit with the application.

- Lease Agreement – Financial Information
May be Redacted
- Detailed Business Operation
- Dimensioned Floor Plan Including:
 - North Arrow
 - Business Name
 - Proposed Use
 - Total Square Footage
 - Labeled Rooms/Spaces
 - Location of Walls, Doors, and Plumbing Features
 - Location of Equipment, Display, and Furniture (As Applicable)
 - Location of 2A10B Portable Fire Extinguisher(s)

ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a "Supporting Document."

Fees Due:

Plan review and permit fees are paid at time of permit issuance.