

# Commercial Tenant Improvement Submittal Guide

## Online Application Information:

Submit applications at [www.goodyearaz.gov/development](http://www.goodyearaz.gov/development)

Application Type: Building Applications

Project Type: Commercial Construction – Tenant Improvement

## Upload and Submit:

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

- Deferral Request Form (As Applicable)
- Construction Plans Including:
  - Cover Sheet with the Following:
    - Valid Registrant's Seal – Current, Signed, and Dated
    - Current Codes
    - Project Name
    - Project Address
    - Sheet Index Matching the Plan Sheets Provided
    - Parking Calculations
  - Architectural Sheets
  - Structural Sheets
  - Mechanical Sheets
  - Plumbing Sheets
  - Electrical Sheets
- Wastewater Production
  - Domestic-Type and sanitary discharge only (less than 2k GPD, no IPQ Required)
  - All other discharged wastewater (Complete IPQ)
- Water Resources Requirements (Industrial 1,000 gal/day/ac; Commercial 1,700 gal/day/ac)
  - Less or equal to allotment – no Water Resources Review questionnaire required
  - Greater than allotment – Water Resources Review questionnaire required
  - Industrial Pretreatment Questionnaire
- None of the Sheets include "Preliminary" or "Not for Construction"
- Specifications with Valid Engineer's Seal – Current, Signed, and Dated
- Calculations with Valid Engineer's Seal – Current, Signed, and Dated
- Completed Special Inspection Form(s) Including Resume (As Applicable)

### 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.