

# Submittal Checklist



Engineering and Development Services 14455 W. Van Buren Street, Ste D101, Goodyear, AZ 85338 (623) 932-3004

## Change of Occupant Permit

This form must accompany the Building Permit Application. All listed items are required at submittal, incomplete submittals will not be accepted. All plans should be 24x36, landscape orientation unless otherwise indicated. Contact Engineering and Development Services if you have any questions regarding the required materials.

- Completed Building Permit Application
- Two copies of dimensioned floor plan of tenant space including:
  - Business name and address
  - Proposed use and occupancy
  - Location of existing walls, doors, and plumbing fixtures
  - Location of 2A10B portable fire extinguisher(s)
  - Specific notation "No work - Name change only"
- Other: \_\_\_\_\_
- Completed Application Checklist (This form)
- Fees: \$35.00

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_