

Submittal Checklist



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

Commercial – Tenant Improvement

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
- Completed Deferral Request Form
- 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
 - Code analysis
 - 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) - (When applicable)
- Other: _____
- Completed Application Checklist (This form)
- Fees

Reviewed By: _____ Date: _____