

Submittal Checklist



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

Change of Occupant Permit

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 including detailed description of business operation – Digital signatures will not be accepted
- One copy of a lease agreement (Financial information may be redacted)
- Two copies of dimensioned floor plan (Minimum 8 ½" X 11") of tenant space including:
 - North arrow
 - Business name and address
 - Proposed use and occupancy
 - Total square footage
 - Labeled rooms and spaces
 - Location of existing walls, doors, and plumbing fixtures
 - Proposed location of equipment, display, and furniture (as applicable)
 - Location of 2A10B portable fire extinguisher(s)
 - Specific notation "No work – Name change only"
- Other: _____
- Submittal Fees: \$35.00