

Commercial Change of Occupant Submittal Checklist

Online Application Information:

Submit applications at www.goodyearaz.gov/development

Service: Building Applications

Request Type: Commercial Miscellaneous

Upload and Submit:

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

Files must be in this order and use titles listed, use naming convention provided.

- Submittal Checklist (*this form*)
- Lease Agreement – Financial Information May be Redacted
- Floor Plan including:
 - North Arrow
 - Business Name
 - Business Address
 - Proposed Use
 - Total Square Footage
 - Labeled Rooms/Spaces
 - Location of Walls, Doors, and Plumbing Features
 - Proposed Location of Equipment, Display, and Furniture (As Applicable)
 - Location of 2A10B Portable Fire Extinguisher(s)
 - Other: _____

Naming conventions:
Files should be submitted as single sheet PDFs. Reports and narratives should be submitted as multi-page PDFs.

File names should begin with “001” (continue numerically) followed by the title, and then a page number if there are multiple pages. Use the names listed to the left as the title. Please note that subsequent reviews will require the exact same naming conventions.

Example:
001 Submittal Checklist
002 Lease Agreement
003 Floor Plan

For additional information see **Guidance Document.**

Fees Due:

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

STAFF USE ONLY	
Standard Review Timeframe:	10 Business Days
Department Routing:	<input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Building Safety
Additional Guidance for Prescreen:	