

Commercial Tenant Improvement 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*)
- 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
- 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)
- Deferral Request Form (As Applicable)
- 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 Plan 1
003 Plan 2
004 Plan 3

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:	25 Business Days
Department Routing:	<input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Building Safety
Additional Guidance for Prescreen:	