MISCELLANEOUS COMMERCIAL CHECKLIST
REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED

All sheets in Plan sets must be sealed by a Registered Architect or Engineer licensed by the State of Arizona

In order to provide excellent service to the Town of Gilbert’s customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Applicant

PLAN CHANGES (only submit sheets with Revisions/changes)
☐ Plan format must be same as original plans either paper or electronic
☐ Four (4) copies of 8.5x11 narrative listing each sheet submitted and list of changes with reference delta
☐ Four (4) copies of all sheets listed in narrative with changes clouded with reference delta
☐ Two (2) copies of structural calculations, cut-sheets and other documentation

DEFERRED SUBMITTALS
☐ Plan format must be same as original plans either paper or electronic
☐ Architect and Structural Engineer of record “review and approval stamp” on first page or cover sheet
☐ Two (2) copies of plans/drawings (with keyed layout as applicable)

RACKING SYSTEMS
☐ Plan format must be same as original plans either paper or electronic
☐ Two (2) copies of floor/site plan that shows location of racks
☐ Two (2) copies of plans for racks including anchoring details
☐ Two (2) “Business Operation & Storage Disclosure” & “Hazardous Materials Inventory” form
☐ Three (3) copies of “Special Inspection” form for anchoring fasteners

CONSTRUCTION OR SALES TRAILER
☐ Two (2) copies of plot plan showing trailer location, size, setbacks to property line, and parking spaces
☐ Two (2) copies of utility plans for electric, water, and sewer
☐ Two (2) copies of approved model complex site plan showing ADA accessibility (for sales trailers)

FLAG POLES (Prior approval by Planning Division is required)
☐ Two (2) copies of site plan showing location of flag pole (with lighting if applicable)
☐ Two (2) copies of structural calculations for footing and pole, including footing detail

FENCE/WALL, GATE, OR RETAINING WALL
☐ Two (2) copies of site plan showing location of fences/walls, gates or retaining walls
☐ Two (2) copies of elevations and structural details include keyed material & color schedule
☐ Two (2) copies of structural calculations

ELECTRICAL, PLUMBING, MECHANICAL
☐ Two (2) copies of site plan showing location of all structures and location and routing of all utilities
☐ Two (2) copies of one-line diagrams, gas diagrams, piping ISOs, cut-sheets, and other documentation

SWIMMING POOLS & SPAS
☐ Occupant Load calculation for entire area within Pool barrier (provide exits per code requirements)
☐ Two (2) copies of electrical & gas diagrams and structural plans & details
☐ Two (2) copies of site plan showing location of pool/spa, equipment location, and ADA accessibility

Revised 8/2018
Admin Review by______________