



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	Staff
PLAN CHANGES (only submit sheets with Revisions/changes)	
<input type="checkbox"/> Plan format must be same as original plans either paper or electronic	<input type="checkbox"/>
<input type="checkbox"/> Four (4) copies of 8.5x11 narrative listing each sheet submitted and list of changes with reference delta	<input type="checkbox"/>
<input type="checkbox"/> Four (4) copies of all sheets listed in narrative with changes clouded with reference delta	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural calculations, cut-sheets and other documentation	<input type="checkbox"/>
DEFERRED SUBMITTALS	
<input type="checkbox"/> Plan format must be same as original plans either paper or electronic	<input type="checkbox"/>
<input type="checkbox"/> Architect and Structural Engineer of record “review and approval stamp” on first page or cover sheet	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of plans/drawings (with keyed layout as applicable)	<input type="checkbox"/>
RACKING SYSTEMS	
<input type="checkbox"/> Plan format must be same as original plans either paper or electronic	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of floor/site plan that shows location of racks	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of plans for racks including anchoring details	<input type="checkbox"/>
<input type="checkbox"/> Two (2) “Business Operation & Storage Disclosure” & “Hazardous Materials Inventory” form	<input type="checkbox"/>
<input type="checkbox"/> Three (3) copies of “Special Inspection” form for anchoring fasteners	<input type="checkbox"/>
CONSTRUCTION OR SALES TRAILER	
<input type="checkbox"/> Two (2) copies of plot plan showing trailer location, size, setbacks to property line, and parking spaces	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of utility plans for electric, water, and sewer	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of approved model complex site plan showing ADA accessibility (for sales trailers)	<input type="checkbox"/>
FLAG POLES (Prior approval by Planning Division is required)	
<input type="checkbox"/> Two (2) copies of site plan showing location of flag pole (with lighting if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural calculations for footing and pole, including footing detail	<input type="checkbox"/>
FENCE/WALL, GATE, OR RETAINING WALL	
<input type="checkbox"/> Two (2) copies of site plan showing location of fences/walls, gates or retaining walls	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of elevations and structural details include keyed material & color schedule	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural calculations	<input type="checkbox"/>
ELECTRICAL, PLUMBING, MECHANICAL	
<input type="checkbox"/> Two (2) copies of site plan showing location of all structures and location and routing of all utilities	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of one-line diagrams, gas diagrams, piping ISOs, cut-sheets, and other documentation	<input type="checkbox"/>
SWIMMING POOLS & SPAS	
<input type="checkbox"/> Occupant Load calculation for entire area within Pool barrier (provide exits per code requirements)	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of electrical & gas diagrams and structural plans & details	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of site plan showing location of pool/spa, equipment location, and ADA accessibility	<input type="checkbox"/>

Revised 8/2018

Admin Review by _____