MISCELLANEOUS RESIDENTIAL CHECKLIST
REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED

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
- Two (2) copies of 8.5x11 narrative listing each sheet submitted and list of changes with reference delta
- Two (2) copies of all sheets listed in narrative with changes clouded with reference delta
- Two (2) copies of structural calculations, cut-sheets and other documentation

SALES or CONSTRUCTION OFFICE CONVERSION OF GARAGE AREA

- Two (2) copies of site plan showing location of house, parking lots and accessible route to sales office
- Two (2) copies of floor plan showing changes to garage including electrical and HVAC also ADA entrance
- Two (2) copies of structural plans and calculations for ALL structural changes

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
- Two (2) copies of structural calculations when not using Town of Gilbert structural details

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, cut-sheets, and other documentation

FLAG POLES >30’ IN HEIGHT

- 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

SWIMMING POOLS & SPAS

- Two (2) copies of site plan showing location of pool/spa, equipment location, electrical & gas diagrams
- Two (2) copies of structural plans & details, or letter authorizing use of standard plan on file with TOG
- Site grading and drainage plan for lots requiring on lot retention (typically lots zoned SF-15, 35, or 43)

If property is located in flood plain the site or grading and drainage plan must be sealed by a registrant

Check subdivision list or with Town of Gilbert engineering department to confirm requirement of G&D plan

The Town of Gilbert is currently enforcing the 2012 IRC, 2006 IECC (as a minimum energy code) with Town Amendments. Wind Design 90 mph – Exposure B, Seismic Design Category B

Revised 8/2018