



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	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"/> Two (2) copies of 8.5x11 narrative listing each sheet submitted and list of changes with reference delta	<input type="checkbox"/>
<input type="checkbox"/> Two (2) 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"/>
SALES or CONSTRUCTION OFFICE CONVERSION OF GARAGE AREA	
<input type="checkbox"/> Two (2) copies of site plan showing location of house, parking lots and accessible route to sales office	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of floor plan showing changes to garage including electrical and HVAC also ADA entrance	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural plans and calculations for ALL structural changes	<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	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural calculations when not using Town of Gilbert structural details	<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, cut-sheets, and other documentation	<input type="checkbox"/>
FLAG POLES >30’ IN HEIGHT	
<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"/>
SWIMMING POOLS & SPAS	
<input type="checkbox"/> Two (2) copies of site plan showing location of pool/spa, equipment location, electrical & gas diagrams	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of structural plans & details, or letter authorizing use of standard plan on file with TOG	<input type="checkbox"/>
<input type="checkbox"/> 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	<input type="checkbox"/>

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