



**NEW COMMERCIAL**  
**Construction Permit Application Checklist**  
 REQUIRED WITH CONSTRUCTION PERMIT APPLICATION  
 TO BE USED FOR GROUND UP CONSTRUCTION

**Development Services  
 Department**  
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 Gilbert, AZ 85296  
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[www.gilbertaz.gov](http://www.gilbertaz.gov)

*A Community of Excellence*

**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.**

**Available Plan Review Programs**

Expedited Plan Review - Permit by Appointment - At Risk Plan Review  
 (See **Plan Review Programs** list for applicable fees and requirements)

<b>Applicant</b>	<b>Staff</b>
<input type="checkbox"/> Design Review Board approval number DR-_____ - _____ or Case Planner at Risk approval	<input type="checkbox"/>
<input type="checkbox"/> Four (4) copies of detailed Narrative on separate 8.5x11 (not part of plans) Provide description of the general use of business or facility and precise use of all rooms and areas	<input type="checkbox"/>
<input type="checkbox"/> Two (2) Completed Business operation and storage disclosure forms	<input type="checkbox"/>
<input type="checkbox"/> Two (2) Completed "Hazardous Materials Instruction Document" forms	<input type="checkbox"/>
<input type="checkbox"/> Electronic Disk (CD) containing all applicable Material Safety Data Sheets (MSDS)	<input type="checkbox"/>
<input type="checkbox"/> Completed Water Conservation form and Water Use Plan form	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies each of: Structural Calculations___ Soils Reports___ Project Specification sheets___ Grading & Drainage report___	<input type="checkbox"/>
<input type="checkbox"/> Three (3) copies of "Certificate of Special Inspection" form (as applicable)	<input type="checkbox"/>
<input type="checkbox"/> Two (2) copies of the electrical site plan with exterior building and site lighting shown, point to point photo-metrics and exterior light fixture cut-sheets	<input type="checkbox"/>
<input type="checkbox"/> Four (4) sets of Building, Civil, Landscape and Offsite Improvement plans. Building plans shall contain: General notes, Contact information for all design professionals & owners, Architectural site plan, Structural, Electrical, Plumbing, Mechanical, Floor plans, Sections, Elevations, and all related details. Code analysis with applicable codes, Building construction type & area, Occupancy type & load, number of exits	<input type="checkbox"/>
<input type="checkbox"/> Two (2) additional sets of the Civil Engineering related plans (maximum 24"x36" in size) as follows: Engineering plans must include; General notes, Site, Grading and drainage, Utility, Landscaping/irrigation, Offsite improvements, Storm water, Signing and striping, Architectural site plan and all related details	<input type="checkbox"/>
<input type="checkbox"/> One (1) additional set of Architectural site plans (24"x36") showing building footprint for each floor level of all Buildings and Structures, locations of Electrical Pedestals and Water/Gas meters not attached to buildings	<input type="checkbox"/>
<input type="checkbox"/> Electronic Disk (CD) with Architectural Site plan and Building floor plans in DWG file format	<input type="checkbox"/>
<input type="checkbox"/> One (1) set of Landscape plans	<input type="checkbox"/>
<input type="checkbox"/> Final Plat (if project requires a Plat) <b>must be included with the first review construction submittal</b>	<input type="checkbox"/>
<input type="checkbox"/> Three (3) sets of Fire Sprinkler or Fire Alarm plans (per checklist)	<input type="checkbox"/>

**Fire Sprinkler and Fire Alarm permit applications may be submitted as a Deferred Submittal. If Deferred they should be submitted as soon as possible after (but not before) Building Permit Approval to avoid project delays**

The Town of Gilbert is currently enforcing the 2012 IBC, IMC, IPC, IFC, IFGC, 2006 IECC, 2011 NEC, and 2010 ADA, with Town, State and Maricopa Association of Governments Amendments. Wind Design 105 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.