



NEW COMMERCIAL PROJECT CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

(TO BE USED FOR GROUND UP CONSTRUCTION)

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

- Design Review Board approval number DR _____ - _____ or Case Planner at Risk approval
- 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
- Two (2) completed business operation and storage disclosure forms
- “Hazardous Materials Inventory” form & “Material Safety Data Sheets” (MSDS/SDS)
- Completed water conservation form and water use plan form
- Two (2) copies each of: Structural Calcs___ Soils Report___ Project Spec sheets___ Grading & Drainage report___
- Three (3) copies of “Certificate of Special Inspection” form (as applicable)
- Two (2) copies of electrical site plan with exterior building and site lighting shown,
point to point photo-metrics and exterior light fixture cut-sheets
- 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, and number of exits
- Two (2) additional sets of the Civil Engineering related plans (maximum 24”x36” in size) 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
- 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
- Electronic Disk (CD) with architectural site plan and building floor plans in DWG file format
- One (1) set of landscape plans
- Final Plat (if project requires a Plat) must be included with the first review construction submittal
- Three (3) sets of fire sprinkler or fire alarm plans (May be submitted as deferred submittal)

The Town of Gilbert is currently enforcing the 2012 I-Codes, 2006 IECC (as a minimum code), 2011 NEC, and 2010 ADA Standards, with Town Amendments. Wind Design 105 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.

Revised 8/2018

Admin Review by _____