

# Commercial New Construction/Addition Submittal Guide

## Online Application Information:

Submit applications at [www.goodyearaz.gov/development](http://www.goodyearaz.gov/development)

Application Type: Building Applications

Project Type: Commercial Construction

## Upload and Submit:

Checked files are the required files to submit with the application.

- Deferral Request Form
- Construction Plans Drawn by an Arizona Licensed Design Professional including:
  - Cover Sheet with the Following:
    - Valid Registrant's Seal – Current, Signed, and Dates
    - Current Codes
    - Sheet Index Matching Plan Sheets Provided
    - Project Name
  - Architectural Sheets
    - Site Plan
    - Floor Plan
    - Color Elevations
    - Black and White Elevations
    - Cross Sections
    - Details
  - Structural Sheets
  - Mechanical Sheets
  - Plumbing Sheets
  - Electrical Sheets
    - Lighting Photometric and Fixtures include Site Lighting Zone
- Fire Protection Plans – Separate permit is required
- No Civil or Landscape Sheets Shall be Included
- None of the Sheets Include “Preliminary” or “Not for Construction”
- Soils Report with Valid Engineer's Seal – Current, Signed, and Dated
- Specifications with Valid Engineer's Seal – Current, Signed, and Dated
- Calculations with Valid Engineer's Seal – Current, Signed, and Dated
- Completed Special Inspection Form(s) Including Resume

### ATTENTION:

This submittal guide is a reference/resource for applicants to prepare for submitting an application. This document is not required to be included with your attachments.

Items checked on this guide should be uploaded in your attachments. Plan sets may be uploaded as multi-page PDFs.

If the box is not checked, these items are not required but may be included if needed and can be uploaded to your project as a “Supporting Document.”

**Fees Due:**

Plan review and permit fees are paid at time of permit issuance.