

New Ground Up Construction and Combo Submittal Guide – Commercial, Industrial, and Multi-Family

This document serves as a reference to submitting applications for new ground-up construction and Civil/Building Combos for commercial, industrial, and multi-family projects. This process includes a single Accela Citizen Access Application submittal of the site plan, building plans, and civil plans. All documents will be reviewed concurrently.

Pre-Application Meeting

All projects require a pre-application meeting. A pre-app can be scheduled through Accela Citizen Access, visit www.goodyearaz.gov/development for more information.

Submittals to Accela Citizen Access (ACA)

At this time, the COMBO application process in Accela is not functioning as we would like it to

We are still accepting Combo and New Ground Up applications but will need them submitted in 2 or 3 applications.

If you have a Site Plan, you will need to submit a “Planning and Zoning Application”

- New Ground Up: Please submit the Site Plan first. You will reference this number in other applications.
- Combo: No Site Plan submittal needed. You should have already received site plan approval.

If you have Civil Improvement Plans, you will need to submit a “Civil Application”

- New Ground Up: In the Related Project Number field, please enter the Planning Record Number, i.e. P24-00001
- Combo Bldg/Civil: Please include the Site Plan number in Related Project Number field.

If you have Building Plans, you will need to submit a “Building Application”

- New Ground Up: In the Job Description, please enter the Planning Record Number, i.e. P24-00001 in addition to a job description and indicate “this is a New Ground Up application”.
- Combo Bldg/Civil: Please include the original Site Plan number and Civil Record Number, i.e. “E24-00001” in the Job Description and indicate “this is a Combo application”.

To start, you will need to create an account and then you can submit using the forms linked in the previous page. Training videos are available on the city’s website:

<https://www.goodyearaz.gov/business/development-center/electronic-plan-review-faq-and-tech-tips>

Fees

- The City’s user fee schedule can be found on the [city’s website](#).
- All fees are assessed and collected prior to permit issuance. Fees Include:
 - Development impact fees are required. Additional information can be found [here](#).

- Planning fees. Minor site plan fee is \$3,904.
- Building and Impact Fee Estimate forms located [here](#).
- The Civil Construction Permit Fee Schedule (CPFS) and Plan Review Fee Schedule (PRFS) are located [here](#) and [here](#).

Submittal Checklists

A submittal checklist specific to your project will be provided at the pre-application meeting. A list of typically required items is provided below.

Site Plan Documents

- ☒ Site Plan - Narrative
- ☒ Site Plan - Legal Description and Exhibit
- ☒ Site Plan - AutoCAD file *(use same file from Civil docs)*
- ☒ Site Plan - Site Plan
- ☒ Site Plan - Conceptual Building Plans *(use Building set)*
- ☒ Site Plan - Conceptual Civil Plans *(use Final set from civil set)*
- ☒ Site Plan - Traffic Impact Study *(use Final Report from civil set)*
- ☒ Site Plan - Preliminary Drainage Report *(use Final Report from civil set)*
- ☒ Site Plan - Preliminary Water Report *(use Final Report from civil set)*

Civil Documents

- ☒ 001 Address Request Form
- ☒ 002 AutoCAD
- ☒ 003 Final Drainage Report
- ☒ 004 Final Water Report
- ☒ 005 SWPPP Narrative *(ADEQ form)*
- ☒ 006 Geotechnical Report *(Building will utilize)*
- ☒ 007 ECE *(Engineer's Cost Estimate)*
- ☒ 008 Improvement Plans XX *(If combined under same cover, shall include these disciplines checked):*
 - ☒ Grading and Drainage *(may include Paving sheets)*
 - ☒ Landscaping *(must include Irrigation plans)*
 - ☒ Paving *(may be included with G&D Plans)*
 - ☒ Signing and Striping *(may include Paving sheets)*
 - ☒ SWPPP *(Stormwater Pollution Prevention Plan)*
 - ☒ Streetlight *(may be included with Paving Plans)*
 - ☒ Water

Building Documents

- ☒ 001 Deferral Request Form *(As Applicable)*
- ☒ 002 Construction Plans *(Drawn by an Arizona Licensed Design Professional including):*
- ☒ 003 Cover Sheet *(with the Following: Registrant's Seal-current, signed, dated, Current Codes, Sheet Index matching plan sheets, Project name, Project address, etc.)*
- ☒ ### Architectural Sheets *(Floor Plans, Elevations, Cross sections, Details)*

- ☒ ### Structural Sheets
- ☒ ### Mechanical Sheets
- ☒ ### Plumbing Sheets
- ☒ ### Electrical Sheets (*Power plan, Distribution, One-line, Lighting photometric & fixtures*)
- ☒ ### Fire Protection Plans (Separate Permit Required)
- ☒ ### Industrial Pretreatment Questionnaire
- ☒ ### Soils Report (*Current seal, signature, & date*)
- ☒ ### Specifications (*Current seal, signature, & date*)
- ☒ ### Calculations (*Current seal, signature, & date*)
- ☒ ### Completed Special Inspection Form(s)
Including Resume (*As Applicable*)

Process



Contact Us

www.goodyearaz.gov/development

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Staff

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