



Shaping a new tomorrow, today.

# MISCELLANEOUS RESIDENTIAL CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

## ALL PLANS 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.

Beginning January 1, 2020 all new plans must be submitted electronically

Applicant Staff

### PLAN CHANGES (only submit sheets with Revisions/Changes)

- Narrative listing each sheet submitted and list of changes with reference delta
- All sheets listed in narrative with changes clouded with reference delta
- Structural calculations, cut-sheets and other documentation

### SALES or CONSTRUCTION OFFICE CONVERSION OF GARAGE AREA

- Site plan showing location of house, parking lots and accessible route to sales office
- Floor plan showing changes to garage including electrical and HVAC also ADA entrance
- Structural plans and calculations for ALL structural changes

### FENCE/WALL, GATE, OR RETAINING WALL

- Site plan showing location of fences/walls, gates or retaining walls
- Elevations and structural details
- Structural calculations when not using Town of Gilbert structural details

### ELECTRICAL, PLUMBING (including gas lines & LPG tanks), MECHANICAL

- Site plan showing location of all structures and location and routing of all utilities
- One-line diagram, gas diagram, cut-sheets, and other documentation

### FLAG POLES >30’ IN HEIGHT

- Site plan showing location of flag pole (with lighting if applicable)
- Structural calculations for footing and pole, including footing detail

### SWIMMING POOLS & SPAS

- Site plan showing location of pool/spa, equipment location, electrical & gas diagrams
  - Structural plans & details, or letter authorizing use of standard plan on file with TOG
  - 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

The Town of Gilbert is currently enforcing the 2018 IRC with Town Amendments.  
Wind Design 90 mph – Exposure B, Seismic Design Category B

Revised 1/2020

Admin Review by \_\_\_\_\_