



Shaping a new tomorrow, today.

NEW COMMERCIAL PROJECT CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

(TO BE USED FOR GROUND UP CONSTRUCTION)

ALL PLANS SHALL BE COMPLETE AND FULLY ASSEMBLED

All pages 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.

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

Applicant	Staff
<input type="checkbox"/> Design Review Board approval number DR _____ - _____ or Case Planner at Risk approval	<input type="checkbox"/>
<input type="checkbox"/> Detailed narrative. Provide description of the general use of business or facility and precise use of all rooms and areas	<input type="checkbox"/>
<input type="checkbox"/> Completed business operation and storage disclosure form	<input type="checkbox"/>
<input type="checkbox"/> “Hazardous Materials Inventory” form & “Material Safety Data Sheets” (MSDS/SDS)	<input type="checkbox"/>
<input type="checkbox"/> Completed water conservation form and water use plan form	<input type="checkbox"/>
<input type="checkbox"/> Structural Calcs___ Soils Report___ Project Spec sheets___ Grading & Drainage report___	<input type="checkbox"/>
<input type="checkbox"/> “Certificate of Special Inspection” form (as applicable)	<input type="checkbox"/>
<input type="checkbox"/> 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"/> 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	<input type="checkbox"/>
<input type="checkbox"/> 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"/> Architectural site plans 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"/> Separate Addressing Site Plan drawn to scale, showing building footprints for each floor level of all buildings and structures, showing all exterior doors, property lines and closest major streets	<input type="checkbox"/>
<input type="checkbox"/> Fire Dept Preplan must include; Architectural site plan, building floor plans, and roof plan (link for specific requirements)	<input type="checkbox"/>
<input type="checkbox"/> Landscape plans	<input type="checkbox"/>
<input type="checkbox"/> Final Plat (if project requires a Plat) must be included with the first review construction submittal	<input type="checkbox"/>
<input type="checkbox"/> Fire sprinkler or fire alarm plans (May be submitted as deferred submittal)	<input type="checkbox"/>

The Town of Gilbert is currently enforcing the 2018 I-Codes, 2017 NEC, and 2010 ADA Standards, with Town Amendments.

Revised 4/2022

Admin Review by _____