



Engineering Construction Permit Checklist

****All documents must be provided at initial submittal****

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.

This checklist is for the following permit types: ****Grading permits Require a County Dust Control permit, a storm water pollution prevention plan permit from ADEQ as well as a Notice of Intent (NOI)****

For permit descriptions see reverse side of this checklist

At-Risk Grading**
Paving

Concrete
Landscaping

Water/Fire
Drainage

Sewer
Dry Utilities

Grading**
Streetlights

Applicant

Staff

- A detailed narrative – Provide description of the scope of work. (8x11 letter size) Please specify if work is on Commercial property or in a Subdivision.
- Site plan (Min 11x17 size)
- Certificate of Insurance (C of I)- for a min. of \$1,000,000 General Liability with the Town of Gilbert as ADDITIONAL INSURED.
- Registered Contractor *MUST* be provided at the time of application submittal
- If submitting for grading: Dust permit, Storm Water prevention plan and NOI are included

*Applicants *MUST* be the contractor performing work. General Contractor May Not apply for sub-contractors.

*Permits will not be issued until all approvals have been granted and all fees have been collected.

*If working on or near a roadway, please complete a [Traffic Engineering Application](#) and email to: traffic.workzones@Gilbertaz.gov

*If applying for a HAUL ROUTE Permit, please complete a [Traffic Engineering Application](#) and email to: traffic.workzones@Gilbertaz.gov

*Additional information may be requested during the review process.

These applications can be applied at: [OneStopShop](#)



Permit Descriptions for Engineering Construction types:

- **– Concrete**
 - This permit is for Off-site concrete site work on both commercial and residential construction projects that is not associated with a commercial or residential construction permit.
- **– Drainage Drywells**
 - This permit is for constructing a new drywell for an existing drainage system or structure that is not associated with a commercial or residential construction permit.
- **– Dry Utilities**
 - This permit is for the construction of dry utilities for a utility company licensed to provide service in the Town of Gilbert.
- **– Effluent**
 - This permit is for the construction of a reclaimed water system or connection to an existing reclaimed water system that is not associated with a commercial or residential construction permit.
- **– Grading – Subdivisions/Commercial**
 - This permit is for grading construction activities associated with the development of a subdivision or commercial project.
- **– Landscape**
 - This permit is for landscape construction activities that are not associated with a commercial or residential construction permit.
- **– Miscellaneous – Engineering**
 - This permit is for miscellaneous construction activities that are not associated with a commercial or residential construction permit. Permits for potholing activities will be issued under this permit type.
- **– Paving**
 - This permit is for Off-Site paving work on both commercial and residential construction projects that is not associated with a commercial or residential construction permit.
- **– Sewer**
 - This permit is for the construction of a sanitary sewer connection/extension to an existing sanitary sewer system that is not associated with a commercial or residential construction permit.
- **– Streetlight**
 - This permit is for the construction of a streetlight that is not associated with a commercial or residential construction permit.
- **– Water**
 - This permit is for the construction of a water connection/extension to an existing water distribution system that is not associated with a commercial or residential construction permit.