



Town of Gila Bend COMMUNITY DEVELOPMENT

Building Plan Check Submittal Checklist

(Plans may be rejected if the following required items (**)) are not included with submittal)

NEW BUILDING: (Non-Residential)

- ** Completed Project Submittal Form/Building Permit Application (**including owner information**)
- ** Plan Review Fee
- ** Four (4) complete sets of plans
- ** One Full Size Site Plan (if shell building and not included in complete set)
- ** Two (2) sets of Civil plans including SWPPP (if not in complete set)
- ** Two (2) sets of Drainage Report
- ** Two (2) sets of Structural Calcs
- Two (2) sets of Spec Books
- ** Two (2) sets of Soils Reports
- Two (2) sets of Truss Calcs (can be deferred)
- Two (2) sets of Lighting Cuts Sheets
- ** Contact Applicable Utility Providers for separate submittal requirements
(Town will not sign-off/issue building permits without utility sign-off on cover sheet of plans)

ADDITIONS / ALTERATIONS:

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Four (4) complete sets of plans
- Two (2) sets of Structural Calcs
- Two (2) sets of Lighting Cuts Sheets (if modifying/adding exterior lighting)



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MPE ONLY: (Mechanical, Plumbing, &/or Electrical)

- ** Completed Project Submittal Form **(including owner information)**
- ** Two (2) complete sets of plans
- ** Four (4) complete sets of plans (if exterior lighting being added/modified or if adding roof mounted A/C units)

MOBILE HOME

- ** Completed Project Submittal Form **(including owner information)**
- ** Three (3) 8 1/2 X 11 Plot Plans
- ** Zoning Clearance

FACTORY BUILT BUILDINGS (aka: On-Site Permit):

- ** Completed Project Submittal Form **(including owner information)**
- ** Two (2) complete sets of plans w/the approval of the State Division of Building Codes.

REVISIONS:

- ** Completed Project Submittal Form **(including owner information)**
- ** Two (2) sets of *revised* sheets only
- ** Four (4) of *revised* sheets only **(If Building and Engineering being revised)**

NEW STANDARD PLANS (Used for Pools, and Homes):

- ** Completed Project Submittal Form **(including owner information)**
- ** Plan Review Fee
- ** Two (2) complete sets of plans for homes and pools
- ** Two (2) sets of structural calculations
- One soils report (if applicable)



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OTHER (Work that does not fit into any of the above categories, i.e., carports monopoles for communication sites, retaining walls, shade structures;)

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Four (4) complete sets of plans

TENANT IMPROVEMENTS:

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Two (2) complete sets of plans
- ** Four (4) complete sets of plans (exterior being modified or adding roof mounted A/C units)

NEW SINGLE FAMILY RESIDENCES:

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Two (2) complete sets of plans
- ** Two (2) extra site plans for Engineering review
- Two (2) sets of structural calcs (if applicable)
- Two (2) sets of Truss Calcs (can be deferred)
- Two (2) 8 1/2 x 11 Plot Plans

RESIDENTIAL ADDITIONS:

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Two (2) complete sets of plans
- ** Two (2) extra site plans for Engineering review
- Two (2) sets of Truss Calcs (if applicable, most times plan reviewer will determine applicability)
- Two (2) 8 1/2 x 11 Plot Plans



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RESIDENTIAL REMODELS:

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Two (2) complete sets of plans

POOLS (ONE TIME ONLY):

- ** Completed Project Submittal Form (**including owner information**)
- ** Plan Review Fee
- ** Two (2) complete sets of plans
- ** Two (2) 8 1/2 x 11 Plot Plans

POOLS (BASED ON APPROVED STANDARD):

- ** Completed Project Submittal Form (**including owner information**)
- ** Two (2) 8 1/2 x 11 Plot Plans

DEMOLITION (ENTIRE BUILDING):

- ** Completed Project Submittal Form (**including owner information**)
- ** Two (2) 8 1/2 x 11 Site Plans (clearly identifying building to be demolished)
- May require pedestrian protection (plan reviewer will make determination)

DEMOLITION (INTERIOR ONLY):

- See *Tenant Improvement* requirements above

GRADING ONLY:

- ** Completed Project Submittal Form (**including owner information**)
- ** Two (2) sets of Civil plans showing Cut and Fill amounts

(Building plans must be in for review, Engineering plans must be in and through review process at least once)