

City of Goodyear

Checklist for Commercial/Residential Plan Submittal Building Safety Codes (Effective July 1, 2007):

2006 IBC, 2006 IMC, 2006 PMC, 1994 UPC, 2005 NEC, 2006 IECC, 2005 NFPA 99 Health Care Facilities, 2003 ANSI A117.1 Accessible & Usable Buildings & Facilities

Project Name:
What is required for 1 st review?
☐ Civil HTE# provided by Engineering or a letter from the Engineering Dept. waiving civil and/or landscape submittals (project name must be specified)
☐ Complete permit application with <u>address & parcel number</u>
4 complete sets of detailed plans including: Architectural, Structural, Mechanica Plumbing, Electrical and separate accessibility sheets (sealed by Arizona Architect or Engineer)
☐ 4 stamped City of Goodyear Planning & Zoning approved site plans
☐ Hazardous Materials Emergency Response Inventory Disclosure Form (if applicable)
☐ 2 copies of Soils Report
☐ 2 copies of Structural Calculations
☐ 2 copies of Specifications (if applicable)
\square 2 copies of Truss Design Specifications and/or Truss Calculations What is required for 2^{nd} and subsequent reviews?
Copy of permit application
☐ Original comment letter
☐ Separate letter responding to comments
☐ Special Inspection Form & resume(s) with dates (with original wet seal)
☐ Original signed development fee calculation form (Form A)
☐ All redlined calculations and building plans from previous review(s)
☐ 3 new sets of plans with City of Goodyear stamped site plans
☐ 2 new sets of calculations and/or specifications that apply
☐ Basic information signature page (original signed and dated)
☐ Original signed deferral of fire protection plans form (signed and dated)
Separate submittals are required for the following:
Fire Sprinkler, Fire Line (from onsite isolation valve to fire riser), Fire Alarm, Special Extinguishing Systems, Hood Suppression Systems, LPG tanks, Fuel tanks & dispensers (Please contact Building Safety at 623-932-3004 for specific submittal requirements.)
☐ Site lighting (Please contact Building Safety at 623-932-3004 for specific submittal requirements.)
☐ Civil & Landscape plans (Please contact Engineering at 623-882-7979 for specific submitted requirements.) All deferred submittals shall be submitted within 45 days of building permit issuance.

No work is to be performed on any deferred submittals until they have been reviewed, approved & issued.



Dear Applicant,

Your plans have recently been reviewed for code compliance by our plans examiner(s). They have documented several issues which must be resolved before a building permit can be issued by the City of Goodyear. In order to continue processing your building permit in an expedient manner, please submit the following:

- 1. A separate detailed written response to each item redlined on the plans or included in the plans examiner's comment sheet. <u>DO NOT WRITE ON THE PLANS EXAMINER'S COMMENT SHEET.</u> Explain what has been done to achieve compliance and indicate where this revision has occurred on the plans (e.g. "Additional #4 rebar has been added to footing under North column. See detail on page A-12.").
- 2. Three revised sets as well as all of the original redlined plans. Please label the original sets as "1st Review Redlines". The revised sets must contain the required revisions and the date they were revised. The revisions should be "clouded" or Δ Delta Numbered, indicating the revisions. This will help expedite the review.
- 3. Two new sets of revised calculations (structural, truss, lateral, etc.) whichever is applicable. Please write the new date and what was changed on the revised set. Also re-submit the original set for comparison.
- 4. Call the plans examiner directly if you feel that he or she incorrectly cited a code deficiency or if you are unclear of what was cited. In some instances local amendments require items that differ from the published code. If you provide a response such as "The IBC does not require this type of building to be sprinklered," if may generate an additional comment on the second review by the plans examiner.
- 5. Once the plans have been approved, all previously redlined plans and reviewed material will be discarded unless the applicant specifically requests that they be returned.
- 6. All deferred submittals shall be submitted within 45 days of building permit issuance. No work is to be performed on any deferred submittals until they have been reviewed, approved and issued.

Please keep in mind that plans submitted for third and subsequent reviews are charged an hourly rate for each review. (Please check with a permit technician to verify what the current hourly review rate is.) By not properly resubmitting revisions, plan review fees can become costly. Our goal is to quickly and accurately process your plans so that your permit can be issued. Submitting the above information will help us achieve that goal. Please contact Building Safety at (623) 932-3004 should you have any questions regarding the permit process.

Sincerely,

City of Goodyear Community Development Building Safety