

Commercial Building Permit Submittal Checklist For New Construction & Tenant Improvements

All plans must be submitted and approved prior to construction and a plan check fee will be required at the time of submittal. This fee will be based on *your* valuation of work for the project, and will be adjusted once the plans have been reviewed.

Our review time for the initial review takes approximately 6 weeks for new projects and approximately 3 weeks for tenant improvements.

- ❑ All submittals require an application, including the information on the reverse side. If a contractor has not been designated yet, please state pending. At the time in which a contractor is chosen, a City of Casa Grande Business License is required.
- ❑ Also required is a CD with all plans and reports in Autocad and pdf.

New Project Requirements:

3 Copies

- ❑ Soils Report
- ❑ Drainage Report
- ❑ Copies of Specifications
- ❑ Project Manuals
- ❑ Structural Calculations
- ❑ Fire Sprinkler Calculations

3 copies

- ❑ Site plans
- ❑ Grading/Civil Plans – 1 additional set of public improvements is required by the Engineering Division.
- ❑ Architectural Plans
- ❑ Structural Plans
- ❑ Mechanical, Plumbing and Electrical Plans
- ❑ Fire Protection Plans
- ❑ Landscape Plans

* If your project/building is more than 3,000 square feet, or intended for occupancy by more than 20 persons, or the maximum span of any structural member exceeds twenty feet, then the plans submitted will need to be stamped by an Arizona Registrant.

For Restaurants/Food Establishments:

- ❑ Approval for grease interceptor from Wastewater Division is required
- ❑ Sand and oil trap approval from Wastewater Division is required.

- Copy of approval from Pinal County Health Department required.

All resubmittals require 2 copies of corrected plans, calculations and specifications, as well as the redline plans. Please allow approximately 4 weeks for resubmittal review completion.

Building Code Summary Placed on Cover Page of Drawings

- Occupancy classification
- Required type of construction
- Allowable floor area
- Actual floor area
- Allowable building height
- Deferred Submittals
- Actual building height
- Occupant load
- Number and width of exits
- Automatic sprinkling and coverage
- Fire alarm systems
- Special Inspections

To help facilitate a timely plan review, please insure you have met the above submittal requirements.