



**Chandler · Arizona**  
Where Values Make The Difference

# NEW COMMERCIAL, INDUSTRIAL, & MULTI-FAMILY CHECKLIST

Please attach this checklist to all submittals. All items marked "Required" must be included. **Missing items may delay submittal.**

Log No: \_\_\_\_\_  
Date: \_\_\_\_\_

Project:			
Location:			
Architectural firm:		EON/ERW #:	
Contact person:		Contact Phone No.:	

### First Submittal

**Submittal of these items will facilitate the review and approval process**

Req'd	Sub	Item
✓	_____	This form, the New Commercial submittal checklist.
✓	_____	Three (3) sets of <b>24" x 36"</b> rolled Building Construction drawings.
✓	_____	One (1) Architectural Site plan, including coversheet.
✓	_____	One (1) Building Permit Application (must include Assessor's parcel number).
✓	_____	One (1) Water Meter Certificate.
✓	_____	Building Plan Review Fee – Building (Valuation).
✓	_____	Site Review Fees - Site (Major/Minor)+Acreage _____ (EON/fees paid?)
✓	_____	Two (2) Structural Engineering calculations*
✓	_____	One (1) Geotechnical/Soils Reports *
✓	_____	One (1) Spec Book *
✓	_____	Two (2) Lighting Cut Sheets
✓	_____	Two (2) Color Chip Sheets
_____	_____	Email from City's Development Project Admins', detailing submittal valuation and fees.
_____	_____	Fire Sprinkler and Fire Alarm plan (may be deferred submittal)
_____	_____	Two (2) Truss calculations (may be deferred submittal)
_____	_____	Evidence of Pre-site/Pre-Tech meeting PRE# _____

**\*May be submitted in digital format, Word Document or PDF only.**

\*Civil and Landscape plans must be a separate submittal.