

Site Development Electronic Plan Review Submittal Checklist for Commercial, Industrial & Multi-Family Development

The following documents and information are required as part of the first submittal of the Building Plan Review Package for Commercial, Industrial and Multi-Family developments. They are necessary for Site Development to conduct a complete review to ensure compliance with City Zoning Code as well as standards set forth in the approved PDP and any stipulations or conditions specified by City Council. Failure to provide the required documents and information may cause the submittal to be rejected or add additional review cycles, delaying permits.

The Site Development and Building Safety Depts plan reviews are conducted simultaneously and must be approved prior to permitting.

See the *Building Safety: Plan Review, Permits and Inspections* webpage for electronic plan review submittal uploading instructions, quick tips and to access the Citizen Access Portal at <https://www.chandleraz.gov/government/departments/development-services/building-safety-plan-review-permits-and-inspections>

Plans:

Provide a complete building plan package including an architectural site plan, electrical, plumbing, mechanical, floor plans, sections, elevations, and all related details.

- Architectural site plans
 - Include architectural site plans with required information, including site data, setbacks and proposed/existing improvements with dimensions and callouts. Provide details and elevations (including colors/materials) for all exterior site related items; parking, structures, amenities, decorative concrete, screen walls and gates, fences, awnings, carports, etc.
 - Project Phasing plan (if applicable)
- Building elevations, sections, and details
 - Call out all exterior paint colors and materials on all elevation plan sheets
 - Show all mechanical equipment beyond the screening method (e.g. dash in equipment beyond, indicating they are below the lowest surrounding parapets on roof, or below walls and solid gates for ground mounted).
 - Indicate SES is architecturally integrated into the building design (e.g. recessed/internalized into the building footprint with solid exterior access doors)
 - Show all roof drains and roof scuppers. Downspouts must be internal to building or screened through architectural integration, not just painted to match the building.
- Roof plans;
 - Show locations of all roof mounted equipment (e.g. HVAC, exhaust hoods and vents), roof access hatches and roof ladders. All equipment is to be fully screened on all sides; top of equipment to be below the lowest surrounding parapet elevation or other approved method of screening. Requirement is based off grade elevations, not sight lines.
 - Indicate roof drainage patterns showing location of all internal roof drain inlets, outlets and scuppers
- Mechanical plans;
 - Show all proposed mechanical equipment, location, and specifications
- Electrical plans;
 - Site lighting/electrical plan showing locations of all proposed exterior fixtures and poles
 - Include luminaire schedule and photometrics for building exterior and site lighting

□ **Documents:**

- Include a separate “Colors and Materials” PDF file (printable in color on 8½” x 11” paper) of all exterior paint colors and materials and/or cut sheets (including finishes, styles, or patterns, as applicable) specified on exterior building and architectural site plans and details; decorative pavement, amenity items, walls, fences & gates, benches, shade structures, awnings, etc. (These sheets are for records and inspections) See Section 35-1902(5)(a), Zoning Code.
- Include a separate PDF file (printable in color on 8½” x 11” paper) of catalog cut sheets for all exterior building and site lighting fixtures and poles. Indicate model, style, finish and/or color and any model options on cut sheets and lighting fixture schedule on electrical plans. See Section 35-1902(6)(d), Zoning Code.
- For resubmittals, provide a response letter to all review comments indicating method(s) of compliance. ensure all revisions are reflected on Civil, Architectural, Landscape and any other plans that are part of the project submittal packages.

Notes:

Civil Improvements, Landscape, irrigation, and hardscape plans are a separate submittal package and NOT to be included or inserted as reference in the building plan submittal package. Site Development may not approve the building package until the Civil Improvement package is submitted and reviewed for coordination and conflict review.

All signage, including monument signs, building signage, and drive thru menu boards require a separate signage application, review and permits.

Revisions to previously approved plans do not constitute a resubmittal. You must submit a new first review application. Provide the original tracking number for reference if available.

READ THE SUBMITTAL GUIDELINES FOR RESUBMITTALS

Use the EXACT same filename as the original submittal. Do not change the filename when submitting an updated ‘version’ of your plans or supporting documents – the system tracks versioning automatically.

Do not reorder, extract or insert pages in the middle of your corrected plan sets. For example, if a 4-page set of grading plans was returned to you for corrections, resubmit a 4-page set of corrected grading plans in the same page order.

For required resubmittals, rearranging, extracting or inserting pages out of order will result in delays completing your plan review.

If submitting *new (additional)* plan sheet(s), plan sets or supplemental documents, place new pages at the end of the corrected plan set document. **Do not** place new pages in the middle or beginning of the document. **Do not** reorder pages within the document.

Removing Pages: If pages need to be removed from the plan set, instead of excluding/deleting them, place a blank sheet in their place.

Why is page order important? Resubmitting plans with pages in the original order ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate, expedited document reviews.

Electronic submittal requirements can be found by going to <https://www.chandleraz.gov/clics/> Click on “**Apply for a Permit/Plan Review**” under the “**Development Services**” tab. Then click on “**Click here for Electronic Submittal Requirements**”.

Please do not hesitate to contact a Construction Permit Representative at 480-782-3074 with any questions or to obtain help with the electronic submittal process.

Visit our webpage for electronic plan submittal guides, quick tips and uploading instructions:

[Electronic Plan Review Services and Citizen Access](#)

See link: <https://developmentpermits.chandleraz.gov/clics/Default.aspx>

[Electronic Plan Review Document Submittal Recommendations](#)

See link: <https://www.chandleraz.gov/sites/default/files/Building%20Safety/FullElectronicSubmittalInstructions.pdf>

[Quick Tips for Electronic Submittal](#)

See link: <https://www.chandleraz.gov/sites/default/files/Quick-Tips-for-Electronic-Submittal.pdf>