



This checklist has been provided to assist the applicant in assembling documentation needed for a complete electronic submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

- Completed Building Permit Application**
- Project Valuation**
- Electronic Submission to [dcpermits2@gmail.com](mailto:dcpermits2@gmail.com)**
  - Cover Sheet**
    - Current Codes and Local Amendments
    - Sheet Index that matches the plan sheets provided
    - Project Name
    - Project Address
    - Building area and construction type and occupancy
    - Deferred submittals
    - Special inspections required
  - Site Plan**
    - Property Dimensions
    - Setbacks to all Property Lines
    - Finished Floor Plan
    - Cross sections
    - Lot Coverage (All areas under roof)
    - Label Adjacent Streets
    - Driveway Dimensions Measured to Sidewalk and Side Property Line(s)
  - Foundation Plan**
  - Floor Plan with Dimensions and Labeled rooms**
  - Roof Plan**
  - Framing Plan**
  - Elevations (all sides) including:**
    - Material and Color
    - Dimensions from grade:
      - Finished floor height
      - Header height
      - Plate height
      - Roof height (to peak or top of peak)



# Commercial Submittal Checklist

Planning & Development, 510 E. Florence Blvd., Casa Grande, AZ 85122  
(520) 421-8630

- Electrical Plan including:**
  - A one-line diagram
  - Load calculations
  - Panel Schedule
  - Fixture/Receptacle layout
- Mechanical Plan including:**
  - Chapter 11 and 15 requirements of the 2018 IBC
  - Duct layout including size, insulation R value, supply register sizes, and CFM
- Plumbing Plan including:**
  - Fixture calculations (supply and drainage)
  - Isometric
  - Gas isometric and appliances BTU's
- Cross Sections and Details**
- Soils Report**
- Structural Calculations (engineered plans only)**
- COMcheck Compliance Reports**
- Engineered Truss Calcs (deferred please indicate on plan set as such) Truss load paths req.**
- Completed Application Checklist (this form)**

If you checked **NO** on a submittal item, please list and provide explanation or reasoning for the exclusion.