



Chandler • Arizona
Where Values Make The Difference

Initial Site Plan Set Submittal Guide For New Commercial, Industrial, and Multi-Family Projects

Commercial Project Submittal Requirements

Please Note: Prior approval of a Preliminary Development Plan through Planning Services may be required before submitting your construction drawings.

A. Application form(s)

1. Building Permit Application (must include the Assessor's parcel number)
2. Encroachment/Offsite permit application signed by owner (you may provide this any time prior to permit issuance)
3. Water Meter Certificate

B. Building and Civil Engineering plan review fees (payable at time of submittal by check or cash only). For information regarding fees, please call (480) 782-3000 and ask for a Construction Permit Representative. **Plan review fees are due at the time of submittal.**

C. Building and Civil Construction Drawings

1. All plans sets shall be 24" x 36", labeled for the appropriate department, and will include:
 - Architectural site plan
 - Legal description on site plan
 - Maricopa County Assessor parcel number
 - Development phasing plan (if applicable)
2. **Building:** three sets (one set each for Architectural, Structural and Site Development) including:
 - Architectural Building plan
 - Building elevations
 - Mechanical plan
 - Electrical plan
 - Plumbing plan
 - Structural Engineering plan
 - Fire Sprinkler and Fire Alarm plans (may be deferred submittal)
3. **Civil:** three sets (one set each for Civil, Public Works, and Site Development) including:
 - Civil plans (water, sewer, paving, etc.)
 - Underground fire line
 - Erosion and Sediment Control Plan
 - Grading and Drainage plans
 - Landscape and irrigation plans
 - Include development, median landscape and irrigation plans

Please Note: The following items marked with an asterisk (*) may be submitted in digital format, Word document or PDF only. Please compress large files. If possible, limit file sizes to 1 Mb. Files shall be accurately named and shall include the project name and report, i.e. **SmithSoilsRpt.doc**. All digital files may be submitted on one compact disc.

4. **Addressing***: one set including: (Please do not provide unnecessary drawings in the Addressing set.)

- * Cover sheet describing the scope of the permit
- * Vicinity map showing North arrow
- * Architectural site plan showing:
 - Location of the new building in relationship to the street center lines
 - Street names
 - Building dimensions
- * Building elevations
- * Floor plan layout including all overall dimensions & dimensions of internal suites
- * Locations of stairs & elevators (when applicable)

5. **Supporting information, reports, calculations and documents** required for initial submittal:

- * Structural Engineering calculations (2 copies)
- * Geotechnical/Soils report (2 copies)
- * Drainage report (1 copy)
- * Spec book (1 copy)
- Hazardous Materials Inventory Statement (HMIS), if applicable – Must be filed electronically with Encompsol
- Material Safety Data Sheets, if applicable – Must be filed electronically with Encompsol
- * Completed Fire Department Plan Review Guide for Underground Fire Lines (1 copy)
- Lighting cut sheets (1 copy)
- Color chip sheets (2 copies)
- Color rendering if available (1 copy)

6. The following items may be a **deferred submittal**, or submitted as part of initial submittal:

- Truss calculations (2 copies) – provide 1 copy of Deferred Submittal For Commercial Buildings from the City of Chandler Unified Development Manual if deferred
- Fire alarm plan with voltage drop calculations – note on Building cover sheet if deferred
- * Fire Department Review Guide for Fire Alarm Systems (1 copy)
- * Manufacturer's cut sheets for fire alarm components (1 copy)
- * Completed Fire Department Plan Review Guide for Fire Alarm Systems (1 copy)
- Fire sprinkler system plan - note on Building cover sheet if deferred
- * Hydraulic calculations (1 copy)
- * Manufacturer's cut sheets for fire sprinkler components (1 copy)
- * Completed Fire Department Plan Review Guide for Fire Sprinkler Systems (1 copy)