



CITY OF KINGMAN

DEVELOPMENT SERVICES – BUILDING DEPARTMENT

310 N. 4th Street Kingman, AZ 86401

Phone: (928)753 8560 Fax: (928)753 8579

Web: <http://www.cityofkingman.gov>

COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST

(Check all boxes in sections I, II, & III that apply - Provide at least one contact in section IV)

I FIRST SUBMITTAL REQUIRED DOCUMENTS:

1. Plan Review Fee Paid [This fee may be ascertained in advance of your submittal]
2. 1 Completed Building Permit Application
3. 1 Completed Plan Submittal Checklist (This document)
4. 1 Completed Special Inspection Certificate (None Required)
5. 1 Copy of the Recorded Boundary Survey per the APLS "Minimum Standards" www.azpls.org
6. 4 Copies of the Geotechnical Report w/ 1 wet sealed & signed.

II REQUIRED DOCUMENTS - ALL SUBMITTALS:

1. 5 Complete Bound Sealed Sets of Building Plans w/ 1 set wet sealed & signed
2. 3 Sets of Wood Truss Calcs, Bar Joist Calcs – Approved by Structural Engineer
3. 3 Sets of Structural Calculations w/ 1 wet sealed (Completely Conventional Construction)
4. 3 Sets of Metal Building Plans & Calculation w/ 1 wet sealed (No Metal Bldg)
5. 3 Sets of ICC Evaluation Reports for plan specified building products
6. 1 CD with all sealed plans and submittal documents in PDF format. [AZ State Library Public Records]

III OTHER DOCUMENTS THAT MAY BE REQUIRED:

1. 2 Complete Bound Sealed Sets of the **Drainage Study**
2. 4 Complete Bound Sealed Sets of **Street Improvement Plans** – Including Engineer's Cost Estimate
3. 5 Complete Bound Sealed Sets of **Water Line Extension Plans**
4. 4 Complete Bound Sealed Sets of **Sewer Line Extension Plans**
5. 1 Completed **Engineering Application for Plan Review** – (2 page Application Form enclosed)
6. **ROW Permit Plan Review Fee**
7. Private Sewage System plans & MC permit (abandonment) (on City Sewer)

IV SEND COMMENTS CONTACT LIST

(Please direct city staff where to send Plan Review Comments by fax or e-mail)

- Architect of Record fax #: () E-mail: _____
- Structural Engineer fax #: () E-mail: _____
- Civil Engineer fax #: () E-mail: _____
- General Contractor fax #: () E-mail: _____
- Owner fax #: () E-mail: _____
- Other _____ fax #: () E-mail: _____

I, the undersigned, am the responsible party for this permit application. The above noted documents have been prepared, compiled and submitted for the project named and located as stated below:

Project: _____ Project Address: _____ Kingman, AZ

Applicant: _____ Date: _____

11/09