



# COMMUNITY DEVELOPMENT Building & Life Safety Division



310 N 4th Street, Kingman, AZ 86401

Phone: (928)753 8130 Fax: (928)753 7747 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](http://www.azpls.org)
6. 1 Copies of the Geotechnical Report w/ 1 wet sealed & signed.

### **II REQUIRED DOCUMENTS - ALL SUBMITTALS:**

1. 1 Sets of Complete Bound **Sealed, Signed & Dated** Building Plans
2. 1 Sets of Wood Truss Calcs, Bar Joist Calcs – Approved by Structural Engineer
3. 1 Sets of Structural Calculations **Sealed, Signed & Dated** ( Completely Conventional Construction)
4. 1 Sets of Metal Building Plans & Calculations **Sealed, Signed & Dated** ( No Metal Bldg)
5. 1 Sets of ICC Evaluation Reports for plan specified building products
6. 1 electronic with all sealed plans and submittal documents in PDF format. [AZ State Library Public Records] sent to [buildingadmin@cityofkingman.gov](mailto:buildingadmin@cityofkingman.gov)

### **III OTHER DOCUMENTS THAT MAY BE REQUIRED:**

1. 1 Complete Bound Sealed Sets of the **Drainage Study**
2. 1 Complete Bound Sealed Sets of **Street Improvement Plans** – Including Engineer's Cost Estimate
3. 1 Complete Bound Sealed Sets of **Water Line Extension Plans**
4. 1 Complete Bound Sealed Sets of **Sewer Line Extension Plans**
5. 1 Completed **Engineering Application for Plan Review**
6. **ROW Permit Plan Review Fee**
7. Private Sewage System plans & MCEHD 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: \_\_\_\_\_