

**COMMERCIAL CONSTRUCTION PERMIT REQUIREMENTS
GILA COUNTY COMMUNITY DEVELOPMENT
BUILDING SAFETY DEPARTMENT**

These are the requirements to obtain a permit for commercial construction, as well as for additions or alterations to same. We use this list in processing your application, but you may also find it useful in preparing your materials. In certain specific situations, additional information or studies may be required. If so, you will be given a supplemental list of requirements.

	REQUIRED	SUBMITTED	APPROVED
Development Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain/Drainage			
Standard Flood Hazard Determination Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain Use Permit if needed (see above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading Permit/ROW (culvert) Permit/Drainage Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Treatment Approval			
Wastewater Dept. CURRENT CLEARANCE LETTER <small>(EXCEPTIONS: Sanitary Districts: Cobre Valley, Northern Gila County, Pinal Sanitary & Strawberry Hollow Wastewater. Areas/Subdivisions served by ADEQ approved community wastewater treatment systems where a septic tank is not part of that system: Eagle Glen, Hunter Creek, Portal IV, Solitude Trails OR</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewer fee receipt OR <small>(Mesa Del Caballo)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approval for Grinder Pumps OR <small>(Solitude Trails & Portal IV)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary District Approval of Design <small>(Strawberry Hollow)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Department Approval for Food Service when applicable <small>Globe 928-425-3231 Ext 8820 Payson 928-474-7176</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Department Approval <small>(State Fire Marshal if public funded – 602-364-1003)</small> <small>Pine/Strawberry 928-476-4272 Ellison Creek SH, Ellison Creek Est, Mead Ranch, Collins Ranch, Tonto Village, Thompson Draw, Diamond Point SH, Bear Flat—Contact Hellsgate Fire District 928-474-3835</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dark Sky Ordinance provide specs on all exterior lighting fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved potable water supply <small>(Blanket letters for Hunter Creek, Strawberry Hollow & Solitude Trails on file)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geo Tech Report for Copper Canyon Ranches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Review Board approval for properties on Hwy 60 frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans <small>(See reverse side)</small>			
Two sets of plans <u>(18”X24” Minimum or 24”x36”Maximum)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two Copies of Site plan <u>(8 ½ x11 if possible)</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two sets of Truss Calculations, Engineered I Joists, <i>or</i> Wet sealed Engineered Plans including calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADA Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plan <small>(show elevations at corners of proposed bldgs& elevations of adj roads)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADOT Approval required for all projects on State Hwys including change of tenants <small>Globe Rick Long 928-402-5608 Payson Matt Huddleston 928-777-5875</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLAN REVIEW FEES ARE DUE AT TIME OF SUBMITTAL (SORRY, no credit or debit cards)
*****APPLICATION FOR CONSTRUCTION PERMITS MUST BE MADE IN PERSON IN THE OFFICE OF THE BUILDING SAFETY DEPARTMENT. WE CANNOT ACCEPT APPLICATIONS AND PLANS RECEIVED BY MAIL OR FAX. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.**

OFFICE USE ONLY

Application:			
Assessor Parcel Number/ Parcel File Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner name, mailing address, phone number, Physical Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Information-(Copy of license with expiration date & bond)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Power Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Access (specify if public, private or by easement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Ordinance: (Our office will help provide information)			
Occupancy/Use Compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rezoning Approval/Conditional Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback compliance with Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setback variance approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commercial Submittal Checklist:

Original wet seal

Cover sheet:

Occupancy type & load: Square footage: Design criteria:

Elevations:

Floor plan:

ADA:

Foundation:

Engineering: Soils report: Compaction report:

Floor frame:

Floor truss layout & calcs: I-joist layout & calcs: Engineering:

Roof frame:

Truss layout & calcs: I-joist layout & calcs: Engineering:

Cross section:

Electrical plan:

Mechanical plan:

Plumbing plan:

Fire sprinkler plan:

Designers Review Required Prior to Submittal

Due to the discrepancies between submitted drawings and pre-engineered products (trusses, floor and roof systems), all designers are required to review and approve engineered project submittals as consistent with their design, prior to submittal to Gila County.

Typical problems are being encountered with bearing support beam sizing, foundation sizing, header sizing, and uplift connections and resistance design/selection of mechanical connectors required.

Failure to have designer review engineered product submittals and properly coordinate design drawings, prior to submittal to Gila County, will result in a delay in review and permitting of your project. Additional fees may be incurred if multiple reviews are required due to these discrepancies.