

COMMERCIAL SUBMITTAL CHECKLIST

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 the Building Services Division with questions regarding the required materials.

All construction documents, reports, calculations, standards, specifications, and supporting materials submitted for permit review shall demonstrate compliance with the 2024 International Codes as adopted and amended by the City of Avondale, Arizona.

All commercial construction documents shall be prepared and sealed by a registered design professional when required by the adopted building codes or Arizona law, as determined by the Building Official. (2024 IBC Section 107).

GENERAL	
	Completed Building Permit Application
	Project Valuation
	Electronic Submission: Avondale Citizen Portal
	Cover Sheet – leave 2" x 2" box on plan sheets for city stamping
	Current Codes and Local Amendments
	2024 Code Analysis
	Sheet Index that matches the plan sheets provided
	Project Name
	Project Address
	Project Scope of Work (For Existing Work Use 2024 IEBC Chapter 6)
	Building area and construction type and occupancy
	Deferred submittals
	IECC Compliance Path (2024 C401.2.1)
	Special inspections required
ARCHITECTUAL	
	Egress Calculation
	Site Plan
	Property Dimensions
	Setbacks to all Property Lines
	Finished Floor Plan
	Parking Summary
	Accessible Route
	Elevations (all sides) including:
	Material and Color

Development Services Department

	Building Thermal Envelope Depiction
	Dimensions from grade:
	Finished floor height
	Header height
	Plate height
	Roof height (to peak or top of peak)
	Lot Coverage (All areas under roof)
	Label Adjacent Streets and Buildings
STRUCTURAL	
	Driveway Dimensions Measured to Sidewalk and Side Property Line(s)
	Foundation Plan
	Floor Plan with Dimensions and Labeled rooms
	Accessibility Details per ICC A117.1
	Roof Plan
	Framing Plan
ELECTRICAL	
	Exterior and Interior Lighting Energy Compliance Report (2024 IECC)
	A one-line diagram
	Load calculations
	Panel schedule
	Grounding and Bonding Diagrams
	2023 NEC General Notes
	Fixture/receptacle layout
MECHANICAL	
	Ventilation Requirements
	Mechanical Equipment Schedule
	Mechanical Compliance Report
	2024 IMC General Notes
	Duct layout including size, insulation R value, supply register sizes, and CFM
PLUMBING	
	Plumbing Fixture Calculation
	Pipe Sizing and Fixture Calculations (supply and drainage)
	Isometric
	Water Supply System
	2024 IPC General Notes

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	Gas isometric and appliances BTU's
	Cross Sections and Fenestration Details
	Soils/Geotechnical Report
ADDITIONAL DOCUMENTS	
	Structural Calculations (engineered plans only)
	Engineered Truss Cals (deferred please indicate on the planset as such) Truss load paths req.
	Completed Commercial Submittal Checklist
	Special Inspection Certificate
	Building Thermal Certification Compliance Report
	Fees: Plan Review Fee due at time of permit submission

If you did **NOT** "checkmark" a submittal item, please list and provide explanation or reasoning for the exclusion.

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