



# Building Development

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## New Commercial Building Permit Application

Plan review fees must be paid at time of submittal

Permit #:	_____
Plan Review Fee:	_____
Balance Due:	_____
Planning: No	_____ Yes _____
Site: No	_____ Yes _____
Grading #:	_____

For Office Use Only

Submittal Date: \_\_\_\_\_ Revision: No \_\_\_\_\_ Yes \_\_\_\_\_ Existing Permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Valuation: \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Type: \_\_\_\_\_

Water Provider: \_\_\_\_\_ Planning Case #: \_\_\_\_\_ Engineering Project # \_\_\_\_\_

Domestic Water Meter: Size: \_\_\_\_\_ Quantity: \_\_\_\_\_ Landscape Water Meter: Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

Brief description of work to be performed: \_\_\_\_\_

Application Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### Owner or Tenant Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contractor Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Peoria Business License #: \_\_\_\_\_ AZ State License #: \_\_\_\_\_ AZROC #: \_\_\_\_\_

Inspection Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned, under penalty of perjury, does hereby certify that all improvements made to the above project, at the address as stated above, by means of the building or improvement of structures or appurtenances of such property, have been performed by a duly licensed contractor unless the entire structure is intended for the undersigned's sole occupancy as owner and no part is provided for occupancy by the public, employees, or business visitors and no part of the premises are intended for sale or rent. I understand the owners who sell or rent property not completed with a licensed general contractor, may be subject to a Class 1 Misdemeanor under Arizona Revised Statutes § 32-1151 and § 32-1154. A Class 1 Misdemeanor is punishable by a fine not to exceed \$2500.00 and/or one year in the County jail. I understand and acknowledge the above certification.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NEW AND SHELL COMMERCIAL BUILDING PERMIT APPLICATION ADDENDUM

(To be completed by the registered design professional in charge)

### **Completeness Checklist and Completeness Affidavit**

- Four (4) complete sets to include Architectural, Structural, Mechanical, Plumbing, Electrical, Fire, Landscape and Grading
- Front & back sides of this application (#400NC) has been filled out in full.
- Conceptual Fire Alarm and Sprinkler Plans have been included, sealed by a professional engineer licensed to practice in the State of Arizona.
- Separate permit application for grading and drainage, utility and other right of way permits have been (or will be) submitted to the Site Development Division. A grading permit (if applicable) from Site Development must be issued prior to the release of the Building permit.
- Planning/Zoning case number (either Site Plan Review, Re-zoning, Special Use Permit or case number) included on the application.
- Provided herewith are two (2) copies of the structural calculations, with structural calculations keyed to member numbers on structural plans or layout diagram provided with the calculations.
- Electrical drawings include load calculations, fault current calculations, available fault current, panel schedules and one-line diagram.
- A site unit addressing plan has been included if the permit involves any buildings that require units. Unit addressing must meet the requirements of Peoria Handout 204 – Unit Addressing Standards and Guidelines. Provide digital files if a site unit addressing plans is required.
- (1) 11"x17" copy of the floor plan for New Commercial Tenant space has been included.
- Architectural drawings to include occupancy groups, construction type, allowable area, actual area, means of egress analysis and ADAAG design complete with accessible route of travel from right of way to accessible building entrances, egress and barrier free parking, toilet rooms, work surfaces and service counters.

### **Refer to the Commercial Plan Submittal Guidelines Checklist Handout #201 for more information**

I, \_\_\_\_\_ am the registered design professional in charge as designated by the project owner in accordance with IBC (2018) Section 107.3.4. hereby certify that all materials as indicated above have been provided with this submittal package. I recognize that failure to provide the requested information will result in any or all of the following:

- (a) the return of the submittal package to the applicant without review
- (b) partial review and return of the submittal package to the applicant
- (c) incomplete review of the plans
- (d) further resubmittal(s) and review of the permit application
- (e) review times in excess of the standard turnaround time

Signature: \_\_\_\_\_ Date: \_\_\_\_\_