



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722
PHONE (480)362-7910 FAX (480)362-5908



COMMERCIAL SUBMITTAL PROCESS

Email Subject Line: When emailing BlueBeam session or PDF attachment, please include submittal description under the Subject line of your email to ensure it is not filtered as SPAM.
(Example: Target New Build & Civil 1st Plan Review Submittal)

FILE NAMING AND FORMAT REQUIREMENTS:

- Each sheet of the plans must be electronically sealed and signed by the designer of record.
- Incorrect sheet size, scale, margins or orientation will NOT BE ACCEPTED.
- All plan sheets (architectural, civil/LS, mechanical, electrical, plumbing, fire protection, etc.) must be consolidated into ONE Pdf Plan set. DO NOT SUBMIT INDIVIDUAL PLAN SHEETS.
- Each supporting document (e.g. calculations, reports, supplemental attachments and narratives) must be uploaded INDEPENDENTLY and named accordingly to the naming conventions in this document as such.
- Layers: No multiple layers. Layers must be merged or flattened.
- DO NOT LOCK FILES as plans examiners need to add comments and ultimately stamp/approve plans.

NAMING CONVENTION AND FORMAT SHOULD BE AS FOLLOWS: (pdf format only)

Commercial New Builds:

- 1.1-Building Commercial Permit Application (i.e. "1.1_Building_Permit_Application.pdf"). Application itself to include valuation, occupancy, square footage & type of construction.
- 1.2-Civil Permit Application (i.e. "1.2_Civil_Permit_Application.pdf"). Application itself to include valuation which is based on executed contract price or sealed Eng. Estimates at 110%).
- 2.-DR Approval Letter (i.e. "2.0_DR_Approval_Letter.pdf").
- 3.-EPNR Clearance Letter (i.e. "3.0_EPNR_Clearance_Letter.pdf"). Document shall be job specific. No longer accepting FONSI Letters.
- 4.-Address Assignment letter from GIS (i.e. "4.0_GIS_Address.pdf").
- 5.-Project Narrative (i.e. "5.0_Project_Narrative.pdf").
- 6.-**1ST Review** Plan set dated xx-xx-xxxx (i.e. "6.0_1st_Plan_Set_6-30-2020.pdf").
- 7.-Structural Calculations dated xx-xx-xxxx (i.e. "7.0_Structural_Calculations_6-30-2020.pdf").
- 8.-Project Manual dated xx-xx-xxxx (i.e. "8.0_Project_Manual_6-30-2020.pdf").
- 9.-Geotechnical Report dated xx-xx-xxxx (i.e. "9.0_Geotechnical_Report_6-30-2020.pdf").
- 10.-Drainage Report dated xx-xx-xxxx (i.e. "10.0_Drainage_Manual_6-30-2020.pdf").
- 11.-Water and Waste Water Report dated xx-xx-xxxx
(i.e. "11.0_Water_and_Waste_Water_Report_6-30-2020.pdf").
- 12.-Sealed and Signed Special Inspections form or forms (Structural, Architectural, Mechanical, and Elevator) (i.e. "12.0_Special_Inspicions.pdf").
- 13.-Deferred Submittal Form (i.e. "13.0_Deferred_Submittals.pdf"). Form can be found on ECS Compliance Website.



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14.-UG Retention Waiver Letter (if applicable) (i.e. "14.0_UG_Retention_Waiver.pdf").

15.-Other as specified (i.e. "15.0_Contractor_SRPMIC_Business_License.pdf").

Resubmittal naming convention and format:

1.-Copy of 1st Review Comments

(i.e. "1.0_20-06-0021_1ST_REVIEW_NOT_APPROVED_NEWBUILD_AND_ONSITE_CIVIL.pdf").

2.-Response Letters to 1st Review Comments (i.e. "2.0_Response_Letters_7-10-2020.pdf").

6.-**2nd Review** Plan set dated xx-xx-xxxx (i.e. "6.0_2nd_Plan_Set_7-10-2020.pdf").

7.-1st Review Structural Calculations dated xx-xx-xxxx

(i.e. "7.0_1st_Structural_Calculations_6-30-2020.pdf").

7.1-Addendum to Structural Calculations (if applicable). Use this if not the entire set of calculations is revised. (i.e. "7.1_Addendum_Structural_Calculations_7-10-2020.pdf").

7.2-2nd Structural Calculations (if applicable). Use this if the entire set of calculations is revised.

(i.e. "7.2_2nd_Structural_Calculations_7-10-2020.pdf").

8.- Project Manual (i.e. "8.0_Project_Manual_6-30-2020.pdf").

9.-1st Review Geotechnical Report dated xx-xx-xxxx (i.e. "9.0_Geotechnical_Report_6-30-2020.pdf").

9.1-Addendum to Geotechnical Report (if applicable) dated xx-xx-xxxx

(i.e. "9.1_Addendum_Geotechnical_Report_7-10-2020.pdf").

10.-1st Review Drainage Report dated xx-xx-xxxx (i.e. "10.0_Drainage_Report_6-30-2020.pdf").

10.1-Addendum to Drainage Report dated xx-xx-xxxx (Revision date)

(i.e. "10.1_Addendum_Drainage_Report_7-10-2020.pdf").

11.-Water and Waste Water Report (i.e. "11.0_Water_and_Waste_Water_Report_6-30-2020.pdf").

12.-Sealed and Signed Special Inspections form or forms (Structural, Architectural, Mechanical, and Elevator) (i.e. "12.0_Special_Inspections.pdf").

13.-Deferred Submittal Form (i.e. "13.0_Deferred_Submittals.pdf"). Form can be found on ECS Compliance Website.

14.-UG Retention Waiver Letter (if applicable) (i.e. "14.0_UG_Retention_Waiver.pdf").

15.-Other as specified (i.e. "15.0_Contractor_SRPMIC_Business_License.pdf").

APPROVAL:

Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued. After all fees are paid including IMPACT Fees, a copy of the permit and the Community stamped permit set of drawings will be emailed via BlueBeam session or email attachment (depending on how large the file is). It is the responsibility of the applicant to ensure the contractor has the approved/stamped plans on site.

Before permit issuance, Contractor must also have a current SRPMIC Business license.

One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>