



**NORTHERN ARIZONA FIRE DISTRICT**  
**2600 W. Northern Ave, Kingman, AZ**  
**86409 Business (928)757-3151 FAX**  
**(928)757-5316**

## **COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST**

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

1. 1 CD or Flash Drive with all sealed and complete plans and submittal documents in PDF format. [AZ State Library Public Records]. Or plans sent electronically to email address: [o.lopez@northernazfire.com](mailto:o.lopez@northernazfire.com)
2. Fire system submittals may include fire sprinkler, fire alarm, kitchen hood systems, alternate suppression systems and fire extinguisher size and placement. This list is not inclusive of the requirements.

### **II 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: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*It is recommended that an appointment is scheduled to discuss the project prior to submittal of the drawings.*

*Please contact Northern Arizona Fire District at 928-757-3151.*