



Commercial/Industrial/Solar Permit Checklist

The following items are required for a permit for a commercial, industrial, or large-scale solar facility. This permit is applicable for commercial developments such as stores and restaurants; industrial developments such as manufacturing and processing; large-scale solar facilities or power generation facilities, or similar usages. This checklist serves as a guide for submittals. However, your development may require additional steps, processes, or submittals. These additional requirements, if any, will be determined at the Development Review Team meeting (see below). Note that it may be possible to combine plans and reports, as long as all required information is clearly provided.

- Pre-Application Form
- Development Review Team (DRT) Meeting –call Community Development at 928-669-6138 to schedule a meeting. The purpose of this meeting is to cover required submittal items, steps, and processes. This meeting may be attended in person or over the phone. Numerous representatives from the County, utility companies, and others will attend this meeting –please do not assume a meeting or call with the department functions as this meeting. This meeting is not mandatory; however, delay in substantive completeness and therefore overall permit time frame may result from not having a DRT meeting.
- Application Form (see “Permit Application form”)
- Site Plan (see Commercial/Industrial/Solar Site Plan checklist)
- ADEQ approval of water and wastewater systems –La Paz County cannot review commercial systems. Please visit azdeq.gov for more information.
- Drainage Report (see Drainage Report checklist)
- Traffic Report for 50 or more trips per day expected (see Traffic Impact Report checklist)
- Survey Plan (see Survey Plan checklist)
- Grading and Drainage Plan (see Grading and Drainage Plan checklist)
- Utility Plans (see Utility Plan checklist)
- Fence/Wall Plan (see Fence/Wall Plan checklist)
- Sitework plan (see Sitework Plan checklist)
- Soils Report–content of soils reports may vary based on proposed improvements. Generally, one soils report is generated for a development that may include information for buildings, erosion, structures, etc.
- Building Plans (see Building Plans checklist)
- Approval and/or permits from other agencies, such as ADEQ, USACE, etc.
- USACE401/404 permit or statement that a nationwide permit will be used, or no permit is needed with reasoning