DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

BUILDING/FIRE TENANT IMPROVEMENT / CHANGE OF OCCUPANT SUBMITTAL CHECKLIST

Complete and accurate plan submittals help speed the over-the-counter tenant improvement plan review process. Attention to the completeness and accuracy of information assists in the approval of plans and permitting of your project. Please use this checklist as a guideline to ensure that your application includes all of the information necessary for a timely review of your plans. Additional items may be required depending on the scope of the work. **Place a checkmark by either "R" required; or "NR" not required adjacent to <u>each</u> item.** The Registered Design Professional (NICET Technician for fire submittals) shall sign the completed checklist and submit with the construction documents.

TENANT IMPROVEMENT

Applicable Codes

Project must meet the requirements of the City's adopted codes, ordinances, and regulations:
2006 International Building Code with local amendments
2006 International Fire Code with local amendments
2006 Uniform Mechanical Code with local amendments
1994 Uniform Plumbing Code with local amendments
2005 National Electrical Code with local amendments

Submittal Package

R☐ NR☐ Completed Tenant Improvement Permit Application
R☐ NR☐ Completed Deferral Form (for Fire Permit in the Field or Fire Tenant Improvement submittal deferrals)
R☐ NR☐ Bond Exemption Certificate from AZ Dept. of Revenue – projects $50,000+
R☐ NR☐ Business Registration Permit (Business owner and Contractor) - $75.00 fee applies
R☐ NR☐ Plan Review Fees
R☐ NR☐ Permit Fees (due upon approval of the plans and issuance of the permit)
R☐ NR☐ **Completed Building Permit application for each tenant improvement**
R☐ NR☐ **2 complete sets of plans** *"Sealed, dated, expiration date" by the registered design professional.*

Plan Contents

Plans must contain the following minimum contents. This list is not intended to be all-inclusive of every detail required on a set of Tenant Improvement plans. Rather, it is provided to give an overview of the basic plan contents needed for the review of plan sets.

Cover Sheet

Cover sheet must have the following contents for plan submittal to be accepted:
R☐ NR☐ Address
R☐ NR☐ Location map
R☐ NR☐ Show tenant space within the building and identify adjacent suite occupancies and uses.
R☐ NR☐ Complete code analysis: type of construction, occupancy classification, exiting requirements, fire sprinklers, Fire alarm.

Floor Plans

R☐ NR☐ Provide dimensioned floor plans showing all walls
R☐ NR☐ Identify required exits – verify travel distances, signage, doors, etc..
R☐ NR☐ Door hardware, existing and new

R☐ NR☐ Identify use of all rooms and areas

Wall Sections

R☐ NR☐ Dimension of all wall/partition heights
R☐ NR☐ Materials of construction
R☐ NR☐ Wall attachment method to floor and structure above

Electrical Plans

R☐ NR☐ Electrical Floor Plan
R☐ NR☐ Equipment Schedule
R☐ NR☐ Show the size and location of the main electrical service equipment
R☐ NR☐ Provide load calculations
R☐ NR☐ Show the location of all outlets, switches and light fixtures
R☐ NR☐ Provide One Line Diagram

Plumbing

R☐ NR☐ Plumbing floor plan
R☐ NR☐ Plumbing fixture/equipment schedule
R☐ NR☐ Waste and Vent Schematic
R☐ NR☐ Water Isometric
R☐ NR☐ Plumbing fixture calculations

Mechanical

R☐ NR☐ Mechanical floor plan
R☐ NR☐ Provide dimensioned mechanical plans showing duct layouts, CFM, and sizes
R☐ NR☐ Provide outdoor air calculations for use. Denote required and provide CFM
R☐ NR☐ Provide a detailed schedule of all mechanical equipment and sizes

Accessibility Requirements

R☐ NR☐ Provide details showing compliance with all accessibility requirements for restroom(s)
R☐ NR☐ Provide details showing compliance with all accessibility requirements for maneuvering clearance at manual swinging door(s)
R☐ NR☐ Provide details showing compliance with all accessibility requirements for drinking fountains
R☐ NR☐ Provide details showing compliance with all accessibility requirements for sales and service counters

Fire Verification

R☐ NR☐ No modifications required to existing fire suppression system
R☐ NR☐ No modifications required to existing fire alarm system
R☐ NR☐ Completed Fire Verification/Permit in the Field Application

Fire permit in the field

R☐ NR☐ Limited modifications to fire alarm system meeting all of the following criteria:

- Maximum of 5 devices moved, added, deleted (any combination). May include power booster
- Building or space maximum of 3,000 sq.ft.
- Occupancy Classification B,M, or S-1
- No smoke management or smoke control system

R☐ NR☐ Limited modifications to fire alarm system meeting all of the following criteria:

- Maximum of 20 fire sprinklers moved, added, deleted (any combination)
- Building or space maximum of 3,000 sq.ft.
- Occupancy Classification B,M, or S-1

R☐ NR☐ Completed Fire Verification/Permit in the Field Application

Fire Tenant Improvement

R☐ NR☐ Modifications required to Fire Sprinkler System not meeting criteria for “Permit in the Field”
R☐ NR☐ Modifications required to Fire Alarm System not meeting criteria for “Permit in the Field”
R☐ NR☐ One complete set of architectural building plans. (Latest version of plans; City stamped set if building plans approved)
R☐ NR☐ Two sets of complete sets of fire plans

R☐ NR☐ One set of manufactured cut sheets
R☐ NR☐ Completed Fire Construction Application
R☐ NR☐ Minimum NICET Level III certification denoted on plans

Other Information

R☐ NR☐ Manufacturer's Installation Standards

Change of Occupant

R☐ Completed Change of Occupant Permit Application
R☐ Written narrative complete with description of new business, proposed use, proposed occupancy and proposed work
R☐ Two copies of dimensioned floor plan for the space with the name and address of the business indicating the location of existing walls, doors and plumbing fixtures

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Print Name of Registered Design Professional

_____ _____

Signature of Registered Design Professional **Date**

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Print Name of NICET Technician (minimum NICET Level III certified) (Fire submittals only)

_____ _____

Signature of NICET Technician **Date**

NOTE: Name and signature of Registered Design Professional is not required for "Change of Occupant" applications