

Tenant Improvement Checklist

A completed Permit Application, Landlord approval, payment of the plan review fees, and complete construction drawings are required. Plans shall be drawn to scale, include dimensions, a description of materials, and a description of the scope of work in order to clearly describe the work proposed.

- Plans: Construction drawings shall include but are not limited to the following:
- Site Plan:
Site plans shall be drawn to scale; ie 1":30' or 1/4":1'. Site Plans shall include:
 1. Location of the tenant space within the building shell
 2. Address of tenant space
 3. Lot dimensions
 4. Distance between buildings
 5. All building projections
 6. Easements
 7. Yard setbacks
 8. Street names(s)
 9. North arrow
 10. Parking layout showing arrangement:
 11. Size of spaces,
 12. Circulation,
 13. Total number of parking spaces and
 14. Accessibility compliance per ADA
 15. Exterior walkways and curb cuts
 16. Size location and design of solid waste/recycling dumpster and enclosure
- Elevation Views:
Elevation views of the exterior faces of the tenant space shall be submitted in order to show work proposed affecting the exterior of the building.

In the case where no work is proposed affecting the exterior of the building, exterior elevation views are required in order to provide clarification that no work will be done.
- Floor Plan:
Floor plans shall be drawn to scale; ie 1/4":1'. Floor Plan(s) shall indicate the use proposed and shall include:
 1. Accessibility compliance per ADA
 2. Floor plan, aisle widths, fixture plans, seating layout, location of rack storage, etc.
 3. Room names/use ie "storage room", "office", "retail"

4. Location of exits

Framing Plan:

When tenant framing work is proposed, (work not increasing the footprint of the structure) framing plans shall be drawn to scale; ie 1/4"=1'; and shall include in the submitted drawings information needed to clearly show extent of proposed construction ie:

1. Type, grade and design strength of materials used. ie Doug Fir #2
2. Span, spacing and specification of all beams, joists, rafter, and sheathing etc.
3. Nailing schedules or reference to nailing schedules etc.

Structural Calculations:

Provide gravity and seismic calculations for new work and/or in order to show that proposed use of the building will not impose loads in excess of the structural capacity of the existing building.

Sections and details:

Section views and details, drawn to scale, shall be included in the submitted drawings as needed in order to clearly show extent of proposed construction. Details shall include connection details.

Schedules:

Submitted plans shall include door schedules, window schedules, finish schedules as needed in order to provide required information.

Plumbing:

When plumbing work is proposed, submitted plans shall include plumbing fixture counts and schedules, supply and waste/vent piping schematics, and other information as needed in order to provide required information.

1. Provide information required as part of the permit application and remit the fees associated with the review of plumbing installations.

Mechanical:

When mechanical work is proposed, submitted plans shall include mechanical equipment schedules, ducting plans, and gas piping schematics needed in order to provide required information.

1. Provide information required as part of the permit application and remit the fees associated with the review of mechanical installations.

Energy Code and Indoor Air Quality Code

1. Complete Non-Residential Energy Code Compliance (COMcheck)
 - Lighting
 - Mechanical
 - Envelope

- Food Service Establishments:
Maricopa County Department of Public Health approval is required for business serving or preparing food.

Water and Sewer District and Health Department approvals are required for the installation of grease traps and interceptors.
- Health Care and Licensed Care Establishments:
Maricopa County Department of Public Health approval may be required for health care facilities.
- Licensed care facilities may require Arizona State license.
- Fire Suppression Systems
 1. Fire Sprinkler Systems shall be installed or modified under separate permit.
 2. Tenant spaces where sprinkler heads require re-location due to the installation of partitions (or for other reasons) shall obtain separate permits for the relocation of heads; or provide a letter from an Arizona State Licensed Fire Sprinkler contractor stating that no modifications are required.
 3. Suppression System serving Class One Hood and Ducts used for grease cooking shall obtain separate permits for the installation of the hood and separate permit for the installation of the Suppression system.
- Fire Alarm System
 1. Fire Alarm System shall be installed or modified under separate permit.
 2. Tenant spaces where devices or detectors require re-location due to the installation of partitions (or for other reasons) shall obtain separate permits for the alarm system modification; or provide a letter from an Arizona State Licensed Fire Alarm contractor stating that no modifications are required.
 3. Where auto shutoff of the HVAC system is required, the shutdown of the system shall tie to the alarm system.