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# Tenant Improvement Building Plan Review Submittal Requirements

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### **Permits are Required:**

Permits are required where any owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

### **Application Required:**

Prior to submitting plans for any proposed construction, the applicant is required to complete an application for permit. This form may be completed at the time of application at the One Stop Shop or the applicant may complete and submit an application on-line at [www.ScottsdaleAZ.gov/OneStopShop](http://www.ScottsdaleAZ.gov/OneStopShop).

### **Plans Required:**

Four complete sets of construction documents must accompany any application for permit. The documents must be BLUELINE or BLACKLINE, LEGIBLE, DIMENSIONED, drawn to SCALE and shall clearly distinguish between EXISTING and NEW WORK, identify any/all materials of construction and describe methods of construction. Most plans must be prepared by a Licensed Architect as regulated by the Arizona State Board of Technical Registration.

## **Planning, Neighborhood & Transportation Division**

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088



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## 1. COVER SHEET / TITLE SHEET:

- a. Provide a brief statement about the intended scope of work clearly identifying any/all associated mechanical, plumbing and electric.
- b. Provide the correct job address including suite number(s) of proposed work. Include a proximity map identifying the existing location within the City.
- c. Provide names, addresses, phone numbers and email addresses of any/all parties involved; Owner, Developer, Tenant name, Architect, Mechanical Engineer, Electrical Engineer, General Contractor, etc.
- d. Provide a complete Building Code data analysis which includes intended occupancy classification, construction type, square footage, sprinkler system employed, occupant load, number of exits required/provided and restroom fixtures required/provided.
- e. Provide a SHEET INDEX clearly identifying any/all sheets included within the set.
- f. State on the plans the governing codes in effect for any/all proposed work.

2012 International Fire Code (Ord 4045)  
2012 International Building Code (Ord 4059)  
2012 International Plumbing Code (Ord 4061)  
2012 International Mechanical Code (Ord 4062)  
2011 National Electrical Code (Ord 4064)  
2012 International Energy Conservation Code (Ord 4059)  
2009 ICC A117.1 (Ord 4059)  
2010 ADAAG (Ord 4059)

## 2. SITE PLAN:

*(May also qualify as the COVER SHEET.) 1"=20' or 1/16"=1' scale*

- a. Site plan to include legal description of property, street address, and North arrow.
- b. Identify major streets, sidewalks, street access locations and FIRE LANES.
- c. Show all buildings located on site and any/all parking. Include the location of any and all ADA accessible parking spaces, signage and the accessible path to the buildings.
- d. Clearly identify the location of proposed tenant improvement. Include tenant suite numbers, occupancy groups of neighboring tenants, FIRE WALL locations(if any), setback dimensions to property lines and buildings and exit access to public way.
- e. Include the zoning designation and any/all Fire & Planning general notes.

## 3. FLOOR PLAN:

*Drawn to SCALE at 1/8" or 1/4"=1'*

- a. State on the plans the intended use or current use of any/all rooms or spaces; i.e. existing office, new storage, relocated electrical room, etc. and adjacent tenant use.
- b. Provide dimensions of all rooms, include square footage factors, and occupant loads.
- c. Include the proposed COMMON PATH OF EGRESS TRAVEL, actual travel distances, EXIT ACCESS locations, any/all EXITS and EXIT DISCHARGE locations.

**NOTE:** A separate EXITING PLAN may be used for complex exiting systems.

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- d. Identify any/all doors, existing, new or relocated and include a DOOR SCHEDULE which states size of door, type of door, safety glazing, hardware, ADA accessibility, etc.
- e. Detail and key to plans interior elevation locations for any/all ADA accessible elements: i.e. Break room sinks, restroom fixtures and associated accessories. Dimension ADA access spaces adjacent to doors, sinks, showers, urinals, toilets and 5 foot turning radius.
- f. Provide a wall legend that is keyed to the plans clearly identifying any/all walls, i.e. NEW WALLS, EXISTING WALLS, DEMO/REMOVE WALL, etc. Include a reference by each new wall identifying the location of associated wall section details for each wall type.  
**NOTE:** A separate DEMOLITION PLAN may be also used for extensive remodels.

## 4. AUXILIARY PLANS, DETAILS, SPECIFICATIONS:

*Drawn to appropriate scale.*

- a. REFLECTED CEILING PLAN drawn to 1/8" or 1/4" = 1' showing location of any/all light fixtures, night light locations, any/all air duct/exhaust locations, EMERGENCY LIGHTS, and EXIT sign locations. Plan should also include Manufacturer's name and ICC# of suspended ceiling system and typical mounting/support details including seismic bracing.
- b. DETAILS and DIMENSIONS for any/all Americans' With Disabilities Act Accessibility Requirements, i.e., 5' diameter turning radius, access clearances, restroom fixtures and accessories, grab bars, ramps, mirrors, showers, change rooms, check out counters, etc.
- c. WALL SECTION DETAILS: 1": 1' SCALE detailing the size/spacing of studs, gauge of metal stud, Manufacturer and ICC# of metal stud system, ICC# and spacing of wall anchorage at base, type/thickness of wall finish material, height of wall and support at top of wall. Provide a typical detail for every new wall type and key to FLOOR PLAN.
- d. MATERIAL SPECIFICATIONS, WALL FINISH SCHEDULES, DOOR SCHEDULES, INTERIOR ELEVATIONS: In general, provide any/all information necessary to describe all materials of construction and how they are intended to be installed. Include all finish materials FLAME SPREAD and SMOKE DEVELOPED INDEXES per IBC 803.

## 5. MECHANICAL PLANS:

*Drawn to scale: 1/8" or 1/4" = 1'*

- a. Provide a FLOOR PLAN showing the location, size and capacity of any/all mechanical components, existing, new or relocated. Components to include air handlers, duct work, supply/return diffusers, cold air returns, smoke duct detectors, exhaust fans, Type I hoods, Type II hoods, space heaters, condensate lines and discharge locations of lines, etc.
- b. Provide typical mounting details for any/all new or relocated equipment such as roof mounted air conditioners, heat pumps, Type I or Type II exhaust fans, plenum mounted equipment such as water source heat pumps, air handlers or restroom exhaust fans. All new exterior mechanical equipment shall be screened per the City of Scottsdale's Zoning Ordinance. Provide on plans any/all screening details. Include dimensions.
- c. Provide complete MECHANICAL EQUIPMENT SCHEDULES for any/all new equipment.

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- d. Provide OUTSIDE VENTILATION calculations on plans per 2006 IMC 403.3. Coordinate ventilation requirements with system providing conditioned air to each occupied room.
- e. Include on plans complete material specifications for all new duct work. State on plans the type of duct, gauge of duct and support of duct system.
- f. Include complete details, material specifications, air flow rates, discharge locations, and clearances for any exhaust systems regulated by IMC Chapter 5, EXHAUST SYSTEMS.
- g. Include COMCheck for Mechanical verifying compliance criteria for Energy conservation.

## 6. PLUMBING PLANS:

*Drawn to scale: 1/8" or 1/4" = 1'*

- a. Provide a FLOOR PLAN identifying any/all existing, new or relocated plumbing fixtures. If MOP SINK is existing in another part of the building, include a note to that effect.
- b. Provide a FIXTURE SCHEDULE for all new or relocated fixtures stating supply fixture units, drainage fixture units, water supply size, flow rate, trap/drain size and vent size.
- c. Provide WATER DEMAND CALCULATIONS on plans identifying all plumbing fixtures being served by the service.
- d. Provide a WATER PIPING ISOMETRIC showing all pipe sizes, existing and new. Show location of connection to existing system. Detail backflow protection locations for any/all direct connect appliances such as coffee makers, ice machines, soda dispensers, etc.
- e. Provide a DWV ISOMETRIC showing all pipe sizes, existing and new. Show location of connection to existing drainage system. Show all new vent termination locations and state that they are a minimum of 10 feet horizontally from any fresh air intake. State the slope of the drainage piping on the plans.
- f. Provide a GAS PIPING ISOMETRIC for any new or relocated gas piping. State on the plans the size of all gas piping, length of all pipes, BTU/HR input rating of gas appliances and total developed length of longest branch line. Show all appliance shutoff locations.
- g. Provide complete PLUMBING MATERIAL SPECIFICATIONS for all new plumbing work. State on the plans the type of any/all pipe, schedule of pipe and support of pipe.

## 7. ELECTRICAL PLANS:

*Drawn to scale: 1/8" or 1/4" = 1'*

- a. Provide a complete FLOOR PLAN identifying the locations of any/all existing, new or relocated electrical components, i.e. electrical equipment, general use receptacles, transformers, subpanels and S.E.S. State next to each electrical component the circuit I.D. including the panel designation. Also include the size of conduit and the size/type and number of conductors for each electrical run. Identify all GFCI receptacle locations.
- b. Provide a complete LIGHTING PLAN identifying all existing, new or relocated lighting fixtures. Identify all EMERGENCY EXIT ILLUMINATION locations. Show all switch locations and any/all occupancy sensor locations. State next to the fixture the FIXTURE I.D., the circuit I.D. and panel I.D., conduit size and conductor size/type and number of conductors. Plenum mounted air handlers and water source heat pumps should also be identified on this plan.

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- c. Provide a ROOF PLAN identifying the location of all roof mounted electrical equipment. Include access location for roof scuttle. State on the plans the circuit I.D. and panel I.D. for each component. Also state the conduit size and conductor size/type and number of conductors. Coordinate with MECHANICAL PLANS. Provide the locations of any/all 20 amp GFCI weather proof general use receptacles within 25 feet of any unit.
- d. Provide a complete FIXTURE SCHEDULE for any/all lighting fixtures. Include all fixture specifications. Coordinate FIXTURE I.D. locations with LIGHTING PLAN.
- e. Provide a ONE LINE DIAGRAM of S.E.S. providing power to the project. Identify size and type of service. Include A.I.C. from the supplying utility. Include the size/type of FEEDER OVERCURRENT devices, size/type of FEEDERS, PANEL I.D.(S) and PANEL RATINGS, TRANSFORMER SIZE/GROUNDING, ETC.
- f. Provide FAULT CURRENT CALCULATIONS for all new or relocated panels. Show FAULT locations on one line diagram.
- g. Provide PANEL LOAD SCHEDULES for all panels being added or altered. Include all existing, new and altered loads. Include TOTAL LOADS associated with each panel.
- h. Provide LOAD SUMMARY for S.E.S. Include all EXISTING LOADS, NEW LOADS, ALTERED LOADS and LOAD TOTALS for S.E.S.
- i. Include Manufacturer's TYPICAL MOUNTING DETAILS for all new exterior lighting.
- j. Include on plans or as an attachment the COMCheck LIGHTING COMPLIANCE data for ENERGY CONSERVATION verification.

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