

# Administrative Review Minimum Submittal Requirements and Checklist

## Commercial Tenant Improvements



Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

**Important notice:** Incomplete plans will not be accepted for substantive review.

**The Building and the Planning/Engineer Construction Document Plan Sets with the Additional Supporting Information shall be Separated into Separate Submittal Packets and Stapled prior to Logging in at the One Stop Shop.**

### Submittal Requirements:

Provided Not provided

- |                          |                          |        |  |
|--------------------------|--------------------------|--------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 copy | Completed Permit Application – entitled: "Permit Application"<br>( <a href="http://www.scottsdaleaz.gov/AssetFactory.aspx?did=59297">http://www.scottsdaleaz.gov/AssetFactory.aspx?did=59297</a> ) |
|--------------------------|--------------------------|--------|--|

### Building Construction Document Plan Set and Additional Supporting Information

Provided Not provided

- |                          |                          |          |   |
|--------------------------|--------------------------|----------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 4 copies | <b>Complete sealed set of plans which include:</b>                            |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Sheet index   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Architect/Engineer seal on every sheet, signed, dated, and date of expiration |
|                          |                          |          | <b>Site Plan:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Building address and suite number   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Current zoning  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Property owner's name and address   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Parking analysis/calculations   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | City of Scottsdale tenant improvement notes                                   |
|                          |                          |          | <b>Architectural:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Occupancy group and occupancy load  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Construction type   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Fire sprinkler & alarm data   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Existing use & occupancy  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Existing floor plan/demo  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Floor plan, reflected ceiling plan, details                                   |
|                          |                          |          | <b>Mechanical/Plumbing:</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Mechanical plan and equipment schedules                                       |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Plumbing plan   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | COMcheck, or equivalent IECC energy compliance documentation                  |
|                          |                          |          | <b>Electrical:</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Lighting and power plan   |
| <input type="checkbox"/> | <input type="checkbox"/> |          | COMcheck, or equivalent IECC energy compliance documentation                  |
|                          |                          |          | <b>Structural (if applicable):</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Structural plans and details  |
| <input type="checkbox"/> | <input type="checkbox"/> |          | One copy of structural calculations sealed by engineer of record              |
| <input type="checkbox"/> | <input type="checkbox"/> |          | Structural special inspection certificate                                     |

Per the requirements of Senate Bill 1598, this permit application is:

- Accepted as Administratively Complete.  
 Deficient, items marked "NOT PROVIDED" are required for plan acceptance.

\_\_\_\_\_ Date

\_\_\_\_\_ Staff Member

Contact staff for questions regarding the Administrative Log-In Review Screening.

Customer Signature: \_\_\_\_\_

Print Customer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

This Administrative Review is valid for 180 days from the date of acceptance. For additional information, visit our website at <http://www.scottsdaleaz.gov/planning-development/forms>

## Planning & Development Services Department

7447 E Indian School Road, Suite 100, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)