



## APPLICATION CHECKLIST

## TENANT IMPROVEMENT

Commercial & Multi-Family

### SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

#### 1. PLANS – combine the following 24" x 36" format items into one file labelled "PLANS"

**Cover Sheet**

- Applicable Codes
- Design Criteria
- Sheet Index
- Project Scope
- Code Summary
- Deferred Submittals
- Special Inspections
- Square Footage Table

**Site Plan**

- Parcel lot lines and address
- Size of parcel (square footage)
- Setbacks – front, rear, side distances from lot lines
- Existing structures, fences and retaining walls
- Existing utilities and easements
- Location and size of proposed structure with distances from lot lines and between structures
- Location of ADA parking and accessible route

**Construction Plans** include the following as applicable

- Architectural Plan \*requires AZ engineer seal > 3000 SF
- Life Safety & Egress Plan
- Foundation Plan
- Framing Plan
- Cross-section with structural framing details
- Energy Code Compliance
- Structural Plan
- Electrical Plan
- Mechanical Plan
- Plumbing Plan
- Photometric Plan

#### 2. PROJECT / SPECIFICATIONS MANUAL – if not included on the Construction Plans

#### 3. SUPPORTING DOCUMENTS – if applicable, combine 8 ½ x 11 format into one file labelled "SUPPORT DOCS"

Pre-Application Conference Letter

Structural Calculations

Truss Calculations and Layout – include verification of the Engineer of Record review  
NOTE: Deferred Submittal permitted by CBO; if deferred, add note on the construction plan index

Soils Report

ComChecks

Manufacturer Installation Instructions

ESRs and Specifications

Finishes

Heating and Cooling Calculations

SD Sheets (Hazardous)

Special Inspection Form(s)

**Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements**

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

**Notes:**

<b>Applicant:</b>	<b>Property Address:</b>	<b>Permit #</b>
<b>Contractor:</b>	<b>Contractor ROC#:</b>	<b>Date Submitted:</b>