

CITY OF TEMPE

ADMINISTRATIVE COMPLETENESS REVIEW CHECKLIST

Building Safety
Commercial Building Tenant
Improvement Permit Project

It is highly advised that the design professional utilize this checklist to perform their own administrative completeness review of the documents and plans prior to submittal to the City.

Project Name: _____

Project Address: _____

Project DS/PC Number: DS _____ PC _____

Description of Work: _____

NOTICE OF DEFICIENCIES

City Plan Reviewer: _____ Date: ____/____/____

- ☐ Return this checklist with your resubmittal. All unchecked items must be addressed. Indicate the plan sheet number where information may be found OR indicate why you believe that it does not apply on this project. **Do not cloud/delta changes made to plan sheets for this completeness review.**
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CHECK OFF ALL SUBMITTED ITEMS – STRIKE THROUGH NON-APPLICABLE ITEMS

GENERAL

- ☐ Application
- ☐ Fees

PLANNING

- ☐ **Planning entitlements must be approved prior to submittal**

Construction Plans must include:

- ☐ Details of All Planning Conditions of Approvals
- ☐ Equipment Screening Details
- ☐ Photometric plans
- ☐ Lighting details including manufacturer's cut sheets for lighting fixtures
- ☐ Zoning & Development Code security requirements

- ☐ Schedule for color and texture of building elements – exterior modifications
- ☐
- ☐

MODIFICATION REQUESTS

- ☐ **Proposed Building Codes Modifications must be approved prior to submittal**

PROJECT DATA

Project Description:

- ☐ Tenant Improvement
- ☐ Description of business operation
- ☐ Hazardous Materials Form
- ☐ Special Inspections Form

Project Location:

- ☐ Address of the project
- ☐ Legal description of the property:

Property Owner/Tenant Information (on plans):

- ☐ Owner's Name
- ☐ Owner's Mailing Address
- ☐ Contact Person
- ☐ Phone Number
- ☐ Email Address

Applicant Information (on application):

- ☐ Applicant's Name
- ☐ Applicant's Mailing Address
- ☐ Contact Person
- ☐ Phone Number
- ☐ Email Address

Contractor Information - FYI

(Not required for plan review but required for Permit Issuance - Use City Form "Contractor Affidavit")

- ☐ Required for most projects by Arizona State Law
- ☐ Contractor's Name
- ☐ Contractor's Mailing Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Contractor License Number
- ☐ State Privilege Tax Number
- ☐ City Privilege Tax Number

CONSTRUCTION PLANS

GENERAL

- ☐ Two (2) complete sets of plans are to be submitted for a plan review.
- ☐ All submittals for building permits must be: drawn to scale, legible, and contain enough information to show compliance with all applicable codes and ordinances
- ☐ It is preferred that plans for commercial buildings be a minimum of 24" X 36" in size. Plan sheets shall be uniformly sized throughout the plan set.

SITE PLAN

- ☐ **Sealed by an architect or other design professional registered in the State of Arizona**
- ☐ Address of the project
- ☐ Building footprint showing location of tenant space
- ☐ Indicate the North direction
- ☐ Accessible parking space location
- ☐ Parking calculations
- ☐ Accessibility routes
- ☐ Vicinity Map or Legible Aerial

ARCHITECTURAL PLANS

Complete architectural floor plans, elevations plans, roof plans, demolition, and reflected ceiling plans

- ☐ **Sealed by an architect or other design professional registered in the State of Arizona**

General Code Data required on architectural plans usually the cover/index sheet

- ☐ Design Codes
- ☐ Occupancy Classification
- ☐ Occupant Load per Occupancy
- ☐ Separated Use OR Non-Separated Use
- ☐ Type of Construction
- ☐ Square footage: Total for each tenant space
- ☐ Sprinklers Yes OR No
- ☐ Fire alarms Yes OR No
- ☐ Emergency power Yes OR No (standby generator, etc.)
- ☐ Number of exits required/provided
- ☐ Number of stories in the building
- ☐ Floor number/s on which work is being performed
- ☐ Deferred Submittal Items (fire sprinklers, fire alarm, etc.)
- ☐ Minimum required plumbing fixture calculations – IBC Chapter 29
- ☐
- ☐
- ☐

Information Required on Plans

- ☐ Complete floor layout
- ☐ Use of each room
- ☐ Complete exiting system, including the occupant load of each room
- ☐ Demolition plan

- ☐ Wall legend for demolished, new, existing, bearing/non-bearing walls
- ☐ Dimensions of rooms, corridors, doors, etc.
- ☐ Occupancy classification of the adjoining suites
- ☐ Energy code requirements for the building envelope – IECC 502 or ASHRAE 90.1
(Required for adding HVAC to a building/tenant space)
- ☐ Fire rated assemblies including listing details
- ☐ Protection of Openings – Through and Membrane Penetrations
- ☐ Construction and standard details keyed to plan sheets
- ☐ General architectural details
- ☐ Building elevations – exterior modifications
- ☐ Building cross-sections – new roof mounted equipment screening by existing parapet
- ☐ Typical Wall Construction Details including top and bottom connection details
- ☐ Window schedule, door schedule and hardware schedule
- ☐ Floor/Wall/Ceiling finish schedule
- ☐ Suspended ceiling grid details
- ☐ Reflected ceiling plan
- ☐
- ☐
- ☐

Accessibility information to include:

- ☐ Location and dimensions of the accessible restroom facilities
- ☐ Location and dimensions of the accessible drinking fountains and telephones
- ☐ Location and dimensions of elevators
- ☐ Location, dimensions and details for accessible bar/dining seating, sales/service counters, etc.
- ☐ If accessible route is not being made fully accessible provide documentation showing cost of upgrades to the accessible route is at least 20% the cost of the total alteration
- ☐
- ☐
- ☐

MECHANICAL PLAN

- ☐ **Sealed by an mechanical engineer or other design professional registered in the State of Arizona**
- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ Mechanical floor plans
- ☐ Mechanical demolition plan
- ☐ Mechanical equipment sizing calculations – IECC 503.2 or ASHRAE 90.1
- ☐ Mechanical energy conservation code compliance - IECC 503 or ASHRAE 90.1
- ☐ Layout of ductwork, A/C units, air-handlers, diffusers, etc.
- ☐ HVAC or other mechanical equipment listings, specifications and weights
- ☐ Outside ventilation air calculations
- ☐ Air-balance schedule
- ☐ HVAC duct smoke detectors required
- ☐ Toilet room exhaust ventilation systems
- ☐ Make-up air openings sizes and locations
- ☐ Combustion-air openings sizes and locations
- ☐ Kitchen exhaust hood and duct system including fire protection of shaft
- ☐ Hazardous or Required Exhaust Ventilation Systems
- ☐
- ☐

PLUMBING PLAN

- ☐ **Sealed by a registered mechanical engineer or other design professional registered in the State of Arizona**
- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ Complete Plumbing floor plan
- ☐ Plumbing demolition plan
- ☐ Service water heating energy conservation compliance – IECC 504
- ☐ Plumbing fixture specifications
- ☐ Drain, waste, and vent sizing with isometrics
- ☐ Water service pipe sizing and isometrics
- ☐ Water meter sizing calculations
- ☐ Backflow Devices
- ☐ Expansion Tanks
- ☐ Gas meter location
- ☐ Floor/roof plan with gas appliance types and locations
- ☐ Gas pipe sizing isometrics with BTU's of each appliance, lengths of each section and total developed length
- ☐ Pressure Regulators including locations (Required for LPG, LNG or medium pressure gas)
- ☐ Appliance locations with Btu/hr input ratings
- ☐ Gas pipe materials, locations, support method and spacing
- ☐ Gas appliance venting and combustion air
- ☐
- ☐
- ☐

ELECTRICAL DRAWINGS

- ☐ **Sealed by electrical engineer or other design professional registered in the State of Arizona**
- ☐ Symbol schedule of all symbols and abbreviations used
- ☐ Electrical site plan - exterior lighting additions
- ☐ Electrical demolition plan
- ☐ Location of all electrical equipment including SES, panels, transformers etc.
- ☐ One-line drawing of the complete electrical system
- ☐ Load calculations for the SES and all panels
- ☐ Nameplate ratings of all motors, elevators, AC units, and equipment
- ☐ System voltage, phase configuration, and available fault current
- ☐ Fault current calculations from SES to lowest rated overcurrent device or equipment
- ☐ Subpanels and feeders with conductor sizes and types
- ☐ Panel Schedules
- ☐ Ampere rating of all overcurrent devices
- ☐ Power floor plan showing receptacles, switches, outlets, etc.
- ☐ Lighting floor plan including fixture types & wattage
- ☐ Lighting power calculations and controls per IECC or ASHRAE 90.1
- ☐ Exit lighting fixture cut sheets showing footcandles of light at floor
- ☐ Specification & Details for special systems such as Emergency Standby Power, Fire Alarms, etc.
- ☐ Hazardous or classified areas
- ☐
- ☐
- ☐

STRUCTURAL PLANS

- ☐ Sealed by either a structural or civil engineer registered in the State of Arizona

General

- ☐ Design Live/Dead Loads
- ☐ Wind Design Data
- ☐ Seismic Design Data
- ☐ Special Loads
- ☐ Material Specifications
- ☐ Geotechnical Information, Soils Class, Allowable Bearing Pressure
- ☐ General structural details, and connection details
- ☐ Special Inspection and Structural Observation requirements
- ☐ Completed (Parts A, B & C) Special Inspection Certificates (City form)
- ☐ Two copies of Structural calculations that includes vertical and lateral structural analysis and sealed by the structural engineer of record
- ☐ Deferred Submittal Items
- ☐
- ☐
- ☐

Foundation Plan

- ☐ Foundation locations and details
- ☐ Footing elevations
- ☐ Anchor size and placements
- ☐
- ☐

Roof Framing Plan

- ☐ Framing roof layout with type and member sizes
- ☐ Sections
- ☐ Details/Construction Details
- ☐
- ☐
- ☐

Wall Information and Details

- ☐ Sections
- ☐ Details/Construction Details
- ☐ Header/Lintel sizes & details
- ☐
- ☐
- ☐

ENGINEERING PLANS (required in building permit submittal & as a separate submittal)

- ☐ Sealed by either a civil engineer registered in the State of Arizona
- ☐
- ☐
- ☐

NOTE: Additional drawings may be required depending on the complexity of the project.