Tenant Improvements
Final Inspection Requirements

City of Tempe
Community Development Dept.
Building Safety Division
31 E. 5th Street
Tempe, AZ 85281
(480) 350-8341, Option 2

Tempe

To avoid confusion and delay when a final inspection is requested for a tenant improvement, the following list has been provided as a guide to indicate those items the building inspector will be checking for building code compliance as he makes the final inspection in preparation to approve the work and, if applicable, issue a Certificate of Occupancy.

Some specific use tenant improvements have more extensive inspection requirements. Special attention to plans and specifications is required for such special uses as:

Laundry rooms	Auto repair shops	Micro-chip manufacturing
Kitchens and restaurants	Woodworking shops	Computer/Data Rooms
Boiler rooms	Paint shops	
Dry cleaning establishments	Chemical storage or manufacturing	

In general, applicable requirements will be detailed, noted or referenced on the approved plans or specifications. Review them carefully to determine which, if any, of the following items need to be installed, or completed prior to calling for final inspection. If any items on the plans or this partial list are questionable, please contact your Building Inspector.

1. Basic Requirements:

A. All work required by the approved plans must be completed.

B. Approved plans including fire sprinkler plans (if applicable) must be on site and available to the inspector at time of each inspection.

C. Complete Special Inspection Certificate (if applicable).

2. Site:

A. The required number of parking spaces are paved, striped and accessible from the tenant space without going through the construction site.

B. Complete American with Disabilities Act (ADA) parking space requirements with signs and site access.

C. Install building street numbers and/or suite numbers.

D. If applicable, obtain Fire Marshall, Landscape and Design Review clearances from Development Services Department. IVR (Interactive Voice Response) Inspection requests number (480) 350-8072.

E. Obtain offsite clearances from Engineering Department (if applicable). Inspection request number (480) 350-8340.

3. Exits:

A. Install illuminated exit signs where required.

B. Illuminate means of egress and exit discharge per the International Building Code, where required.

C. Doors swing in direction of egress where serving an occupant load of 50 or more, or a Group H occupancy.

D. Install panic hardware where required.

E. Install applicable door signs where required, i.e., "Door must remain unlocked during business hours."

F. Exit doors must be openable from the inside without the use of key or special knowledge.

G. ADA access ramps installed to the applicable slope with non-slip surface.

H. Occupancy load signs must be posted at the main exit of each area (if applicable).

I. At least one exit from each accessible space shall be ADA accessible. Where required, a minimum of 2 exits shall be ADA accessible.

4. General Items:

A. Stair railings installed.

B. Guard railings installed.

C. Impact resistant glazing in and adjacent to doors.

5. Rest Rooms:

A. Floors shall have a smooth, hard, non-absorbent surface that extends upward onto the walls a least 6 inches, wall within 2 feet of urinals and water closets shall have a smooth, hard non-absorbent surface, to a height of 4 feet above the floor.

B. Where fixtures come in contact with walls or floors, the joint must be made watertight.

C. All fixtures shall be properly connected to the plumbing system. Slip joints cannot be concealed in the building structure.

D. All fixtures shall be approved for the usage.

E. All fixtures shall have proper spacing, front and sides.

F. When provided for use by the public, employees or common use, fixtures, grab bars, and access to the restrooms must comply with the requirements of the ADA.

G. An approved ventilation system must be installed.

6. Plumbing:

A. All clean-outs must have proper clearance accessibility.

B. All fixtures must be trapped.

C. Fixtures must have approval as low flow.

D. Water heaters must have an approved expansion tank and temperature and pressure relief valve with the drain line piped to the exterior or other approved location.

E. Gas lines must be sized properly and have approved pipe fittings and connectors.

F. Gas lines must be under the required air pressure and holding to pass final test.

7. Mechanical:

A. All mechanical equipment must be installed: (Multiple HVAC units must be identified)

Coolers	Fire and Ceiling Dampers with Access	Make-up and Combustion Air
A/C Units	Vents	Duct Smoke Detectors
Refrigeration and Grills	Ventilation Fans	(Function Test Required)

8. Electrical:

A. All components of the electrical system will be inspected for size, type of insulation, grounding, over-current protection and ground fault protection.

B. All wire in return or supply air plenums shall be listed and labeled for that use or be in conduit.

C. All electric panels and circuits shall be identified and shall be accessible with proper clearances. (Series rated systems require special labeling.)

D. All fixtures and equipment must be installed and approved for the usage.

E. Breakers used as switches shall be SWD rated.

9. Fire-Resistive Requirements:

When required, fire rated requirements will be shown on the plans and specifications and all items will be inspected. The fire rating of the wall, ceiling roof, or ceiling floor assemblies may vary from one hour to four hours, depending on the construction, use, and yard space, and whether or not the building is fire sprinklered.

Some commonly overlooked items are as follows:

A. Twenty-minute labeled corridor doors and frames with jam and head seals and closures.

B. Smoke detectors where required.

C. Approved fire rated glass or wire glass in fire rated assemblies.

D. Fire rating of ceiling grid and tile panel systems.

E. Approved protection for recessed lighting fixtures when installed in fire rated assemblies.

F. Approved fire and ceiling dampers in ducts penetrating fire-resistive walls or ceilings.

G. Flame spread rating of wall and ceiling finish.

H. Required revisions to the fire sprinkler system, i.e., additional or relocated heads.

I. Sprinkler system is pressurized at time of inspection.

J. Approved listed assemblies for membrane and through penetrations, head of wall joints or construction joints.