



## Community Development and Public Works

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800 • 520-742-1022 (Fax)

### Checklist Tenant Improvements/Commercial Remodels & Additions Basic Submittal Criteria

#### ACTIVITY# \_\_\_\_\_

- **Notice to Permit Applicant**  
It is the applicant/ owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements.
- **Completed Application**  
Owner's name, contractor's license number, Oro Valley business license number  
Out of State Contractors - Bond exemption certificates (projects over \$50,000) ARS § 42-5007
- **Cover Sheet**  
Plan index, code edition, job title, plan preparer, owner  
Square feet of building according to use  
Code summary according to the IBC 2012  
Any Special Inspections authorized by the design professional  
Project Address  
Provide a listing of adjacent uses and square footage within same structure
- **Submittal Documents**  
Seven sets of *bound and sealed* blacklines (preferred) or blueines including approved Development Plan (**no sepias, mylars or velums**)  
Completed application for tenant improvement  
Drawing scale should be suitable to the design no less than 1/4"
- **Site Plan**  
Show the building with the tenant improvement identified as to location within the building  
Show neighboring tenants and any required
- fire rated separation according to the IBC 2012
- **Floor Plan**  
Provide existing floor plan  
Show all architectural, fire and life safety requirements  
Show exiting analysis with occupant load calculation separate from proposed new construction  
Show accessible route throughout building
- **Section Views**  
Show views and details of all structural members  
Typical section(s) as needed to evaluate the structural aspects of the design for wall or partition installations, such as ceiling heights and suspended ceiling details of construction
- **Electrical Plan**  
Plan view showing outlets, lights and circuits  
Panel schedule with circuits, overcurrent device and wire size  
Submit load calculations & service size
- **Plumbing Plan**  
Plan view showing layout of fixtures, DWV, water/gas pipe  
Fixture schedule, gas/water pipe sizing calculation  
Sewer card from Pima County is required if new fixtures are added during tenant improvement
- **Mechanical Plan**  
Plan view of layout of ductwork  
Equipment schedule; BTU rating, fuel source, location  
Combustion/relief air and exhaust

ventilation sizes  
 Cross Section with a statement verifying  
 roof top equipment screening

o **Energy Conservation Code Compliance**

Provide calculations according to 2012  
 IECC. Comcheck is available at  
 www.energycodes.gov

o **Fire Sprinklers**

Are they required by IBC? Fire Code?  
 Provide 3 sets of *bound and sealed (if  
 required)* blacklines (preferred) or  
 bluelines and 2 sets of *bound and sealed*  
 hydraulic calcs

o **Kitchen Hoods – Type I or II (specify)**

Submit 3 sets of *bound and sealed*  
 drawings for fire suppression system  
 Must be UL listed and meet requirements of  
 IBC, IMC, and IFC

o **Reflected Ceiling Plan**

o **Window and Door Schedule (if added)**

o **Fixture Plan**

Shelves, check-out counters, registers,  
 customer service counters, etc.

**Official Address Certificate from Pima  
 County Addressing**

o **Accessibility Requirements According to  
 AZDAG Guidelines**

o **Hazardous Materials**

Submit MSDS List  
 HMIS and HMMP, as required by the Fire  
 Code

o **Health Department**

Submit Pima County Health Department  
 Approval

**No Deferred Submittals Allowed for  
 Tenant Improvements**

*\*Sewer Card (if required) from Pima County  
 is mandatory at time of issuance.*

*\*A pre-construction meeting is mandatory  
 before issuance of a building permit. 9am,  
 Attendees should include the TI & Shell's*

*Owner/ Developer or designee, Contractor's  
 Project Superintendent for the TI & Shell, and  
 the A/E as appropriate. Please contact our  
 Building Safety Department a minimum of 48  
 hours in advance to schedule and for more  
 information @ 520-229-4815.*

*\*2012 IBC 107.6 (as amended) Electronic  
 construction documents. A full set of  
 approved construction documents, including  
 any as-built construction documents shall be  
 provided as an electronic file. The electronic  
 file shall be a portable document format  
 (PDF) and stored on a cd-rom disk.  
 Electronic constructions documents shall be  
 submitted prior to Certificate of Occupancy.*

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

Staff's Initials \_\_\_\_\_

Date \_\_\_\_\_

TI Classification (for OV staff only):

- Class 1
- Class 2
- Class 3

ITEMS SUBMITTED	
	Completed Application
	Bluelines/Blacklines
	Structural Calcs
	Soils Report
	IECC
	Post Tension Calcs
	Truss Calcs
	Project Manual