

## **TENANT IMPROVEMENT**

Construction Permit Application Checklist REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

# Development Services Department

90 E. Civic Center Dr. Gilbert, AZ 85296 (480) 503-6700-Ph. (480) 497-4923-Fax www.gilbertaz.gov

## A Community of Excellence

#### ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED

All sheets in Plan sets must be sealed by a Registered Architect or Engineer licensed by the State of Arizona

In order to provide excellent service to the Town of Gilbert's customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

#### **Available Plan Review Programs**

Express Permitting - Expedited Plan Review - Permit by Appointment - One & Done (See **Plan Review Programs** list for applicable fees and requirements)

Applicant St	taff
Four (4) copies of detailed Narrative on separate 8.5x11 (not part of plans)  Provide description of the general use of business or facility and precise use of all rooms and areas	
Four (4) sets of Construction Documents, which must include (but not be limited to) the following	
Site Plan with business name, location of nearest handicap accessible parking and access, name of adjacent tena	ints
Floor Plan both existing and proposed, including provisions to meet handicapped accessibility requirements	
Electrical, Plumbing, Mechanical plans	
Code Analysis List applicable codes, Building construction type & area, Occupancy type & load, number of exits	
<u>Details or Sections</u> for the addition or deletion of any doors/windows/walls (Structural calculations as needed)	
General notes, Contact information for all design professionals and owners, Square footage of improvement	
Electronic Disk (CD) with Architectural Site plan and Building floor plans in DWG file format	
Two (2) copies each of: Structural Calculations Soils Reports Project Specification sheets	
Two (2) Completed "Business Operation and Storage Disclosure" forms	
Two (2) Completed "Hazardous Materials Instruction Document" forms	
Electronic Disk (CD) containing all applicable Material Safety Data Sheets (MSDS)	
Three (3) copies of "Certificate of Special Inspection" form (as applicable)	
Design Review Board approval number DR(IF APPLICABLE)	
Three (3) sets of Fire Sprinkler or Fire Alarm plans (per Fire Protection checklist)  Fire Sprinkler and Fire Alarm permit applications may be submitted as a Deferred Submittal. If Deferred they should be submitted as soon as possible after (but not before) Building Permit Approval to avoid project delays	s

The Town of Gilbert is currently enforcing the 2012 IBC, IMC, IPC, IFC, IFGC, 2006 IECC, 2011 NEC, and 2010 ADA, with Town, State and Maricopa Association of Governments Amendments. Wind Design 105 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.

TI-CPAC 3/4/14

<b>Admin</b>	Review	hv		
Aumm	neview	υv		