



TENANT IMPROVEMENT CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

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.

Applicant

Staff

- 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 tenants
Floor Plan both existing and proposed, including provisions to meet handicapped accessibility requirements
Electrical, Plumbing, and Mechanical plans
Code Analysis List applicable codes, building construction type & area, occupancy type & load, number of exits
Details or Sections 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 Inventory” forms
- Electronic Disk (CD) containing all applicable Material Safety Data Sheets (MSDS/SDS)
- 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)

The Town of Gilbert is currently enforcing the 2012 I-Codes, 2006 IECC (as a minimum code), 2011 NEC, and 2010 ADA Standards, with Town Amendments. Wind Design 105 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.