

CITY OF TEMPE

ADMINISTRATIVE COMPLETENESS REVIEW CHECKLIST

Commercial Building Permit Project Building Safety

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.**

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 a 50% screened landscape plan
- Zoning & Development Code security requirements
- Landscape plans including vegetation details
- Parking details including islands

- Lighting details including manufacturer's cut sheets for lighting fixtures
- Schedule for color and texture of building elements

MODIFICATION REQUESTS

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

PROJECT DATA

Project Description:

- New Building
- New Shell Building
- Addition/Alteration
- Tenant Improvement
- Demolition
- Miscellaneous Work – mechanical, electrical, plumbing etc.
- Hazardous Materials Form
- Special Inspections Form
- Water Conservation Report – New buildings & Additions of $\geq 50\%$
- Description of business operation

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
- Size and shape of the lot
- Property lines with dimensions
- All existing and proposed buildings/structures
- Dimensions between the buildings/structures and the property lines
- Streets and alleys
- Indicate the North direction
- Parking spaces (standard and accessible)
- Parking calculations
- Electric service entrance section(s) and gas meter location
- Accessibility routes
- Frontage dimensions
- Vicinity Map/Arial

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 and for each building/ tenant space
- Building Area Modification Calculation
- 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
- 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 schedule for demolished, new, existing, bearing/non-bearing walls
- Dimensions of buildings, 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 new buildings, building additions or adding HVAC to a building)
- Fire rated assemblies including listing details
- Protection of Openings – Through and Membrane Penetrations
- Sound Transmission Control – Assembly Listings and Details – (R-1 and R-2 occupancies)
- Construction and standard details keyed to plan sheets
- Building elevations-four sides
- Building cross-sections
- General architectural details
- 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
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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
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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
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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
- On-site water & sewer plans
- Complete Plumbing floor plan
- Plumbing demolition plan
- Roof drainage calculations and system details/sizing
- 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
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ELECTRICAL DRAWINGS

- Sealed by electrical engineer or other design professional registered in the State of Arizona**
- Symbol schedule of all symbols and abbreviations used
- Complete electrical site plan with utility transformer(s), SES(s), exterior lighting, and wiring
- Electrical demolition plan
- One-line drawing of the complete electrical system
- System voltage, phase configuration, and available fault current
- Subpanels and feeders with conductor sizes and types
- Fault current calculations from SES to lowest rated overcurrent device or equipment.
- Ampere rating of all overcurrent devices
- Grounding details
- Lighting floor plan including fixture types & wattage
- Exit lighting fixture cut sheets showing footcandles of light at floor
- Power floor plan showing receptacles, switches, outlets, etc.
- Location of all electrical equipment including SES, panels, transformers etc.
- Nameplate ratings of all motors, elevators, AC units, and equipment

- Panel Schedules
- Load calculations for the SES and all panels
- Hazardous or classified areas
- Lighting power calculations and controls per IECC or ASHRAE 90.1
- Specification & Details for special systems such as Emergency Standby Power, Fire Alarms, etc.
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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
- Deferred Submittal Items
- Special Inspection and Structural Observation requirements
- Material Specifications
- Geotechnical Information, Soils Class, Allowable Bearing Pressure
- General structural details, and connection details
- Two copies of Structural calculations that includes vertical and lateral structural analysis and sealed by the structural engineer of record
- Completed (Parts A, B & C) Special Inspection Certificates (City form)
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Foundation Plan

- Foundation locations and details
- Footing elevations
- Shear wall and hold down locations
- Anchor size and placements
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Floor Framing Plan

- Framing floor layout with type and member sizes
- Sections
- Details/Construction Details
- Shear wall transfer locations & details
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Roof Framing Plan

- Framing roof layout with type and member sizes
- Sections
- Details/Construction Details
- Shear wall transfer locations & details
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Wall Information and Details

- Sections
- Details/Construction Details
- Header/Lintel sizes & details
- Bracing Method
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ENGINEERING PLANS (required in building permit submittal & as a separate submittal)

- Sealed by either a civil engineer registered in the State of Arizona**
- Cover Sheet
- Grading & Drainage Plan
- Water/Sewer Plan
- Paving Plan
- Lighting Plan
- Drainage Report
- Easement Information

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