



# Building Development

9875 N. 85<sup>th</sup> Avenue  
Peoria, AZ 85345  
Phone: 623-773-7225  
Fax: 623-773-7245

[building.applications@peoriaaz.gov](mailto:building.applications@peoriaaz.gov)  
[www.peoriaaz.gov/permits](http://www.peoriaaz.gov/permits)

## Tenant Improvement Permit Application

Plan review fees must be paid at time of submittal

Permit #: _____
Plan Review Fee: _____
Balance Due: _____
Sprinkler #: _____
Alarm #: _____
Planning: No _____ Yes _____
Site: No _____ Yes _____

### Project Information

Submittal Date: \_\_\_\_\_ Revision: No \_\_\_\_\_ Yes \_\_\_\_\_ Existing Permit #: \_\_\_\_\_

For Office Use Only

Project Name: \_\_\_\_\_ Project Valuation/Square Footage: \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Brief description of work to be performed: \_\_\_\_\_

**Planning/Site Development:** Will there be any exterior modifications to this project? No: \_\_\_\_\_ Yes: \_\_\_\_\_ (modifications may include; but not limited to: painting, canopies, façade changes, outdoor patio/seating, site changes)

**Fire:** Fire Alarm and Sprinkler shop drawings with installing contractor are required with submittal.

**Application Contact:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Owner or Tenant Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contractor Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Peoria Business License #: \_\_\_\_\_ AZ State License #: \_\_\_\_\_ AZROC #: \_\_\_\_\_

**Inspection Contact:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

The undersigned, under penalty of perjury, does hereby certify that all improvements made to the above project, at the address as stated above, by means of the building or improvement of structures or appurtenances of such property, have been performed by a duly licensed contractor unless the entire structure is intended for the undersigned's sole occupancy as owner and no part is provided for occupancy by the public, employees, or business visitors and no part of the premises are intended for sale or rent. I understand the owners who sell or rent property not completed with a licensed general contractor, may be subject to a Class 1 Misdemeanor under Arizona Revised Statutes § 32-1151 and § 32-1154. A Class 1 Misdemeanor is punishable by a fine not to exceed \$2500.00 and/or one year in the County jail. I understand and acknowledge the above certification.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TENANT IMPROVEMENT BUILDING PERMIT APPLICATION ADDENDUM

(To be completed by the registered design professional in charge if required by ABTR.)

### Completeness Checklist and Completeness Affidavit

**\*\*\*Exterior Improvements may require separate approval from Planning and Zoning See Next Page\*\*\***

- Front side of this application (#400TI) has been filled out in full. Review this page and sign & date.
- Three (3) sets of 24"x36" Architectural drawings at 1/4" scale, to include code data on occupancy groups, construction type, allowable area, actual area, means of egress analysis, occupant load factors used in the calculation of means of egress requirements, occupancy groups of adjacent spaces, occupancy classification of prior use of space (if applicable)
- Provide a description of the use for the tenant. Include a parking analysis/statement to verify sufficient parking for the use on the property or within the center based on parking requirements of Section 21-825 of the Peoria City Code. (Planning/ (623) 773-7200)
- **(1) 11"x17" copy of the floor plan has been included.**
- Required plumbing fixture calculations based upon design occupant load (IBC Chapter 29)
- Mechanical drawings complete, with outside air calculations and designation of mechanical roof equipment access.
- Electrical drawings to include load calculations, fault current calculations, available fault current, panel schedules and one-line diagram
- **Shop Fire Alarm** drawings with installing contractor information on the fire pages, that shall be **attached** to the Tenant Improvement construction plans and shall include the following:
  - Misc Permit application (400M) identifying the installing contractor
- **Shop Fire Sprinkler** drawings with installing contractor information on the fire pages, that shall be **attached** to the Tenant Improvement construction plans and shall include the following:
  - Misc Permit application (400M) identifying the installing contractor
- Fire Alarm and Sprinkler Plans have been included, stamped by a NICET III, NICET IV or professional engineer licensed to practice in the State of Arizona
- Reflected Ceiling Plan
- A site unit addressing plan has been included, unless the permit does not involve any building with units
  - Digital PDF and CAD versions of the site unit addressing plan, unless there are previously submitted addressing plan files on hand at City of Peoria and they are correct and current.

**If this unit was originally established as a condominium plat; a condominium re-plat will be required when any of the following conditions apply:**

- (a) Existing unit(s) will be divided to create additional unit(s).
- (b) Existing units will be combined.
- (c) The boundaries of existing unit(s) will be modified in any way. This includes the addition, removal or modification of unit boundary walls.

For information regarding the re-plat process, please contact the Site Development Division at 623-773-7600.

I, \_\_\_\_\_ am the registered design professional in charge as designated by the project owner in accordance with IBC (2018) Section 107.3.4 hereby certify that all materials as indicated above have been provided with this submittal package. I recognize that failure to provide the requested information will result in any or all of the following:

- (a) The return of the submittal package to the applicant without review
- (b) Partial review and return of the submittal package to the applicant
- (c) Incomplete review of the plans
- (d) Further resubmittal(s) and review of the permit application
- (e) Review times in excess of the standard turnaround time

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PLANNING AND ZONING NOTICE

If the tenant improvements submitted for this project involve any exterior modifications to the building, such as facade improvements, corporate re-branding, paint changes, or architectural enhancements, a Design Review may be required through the Planning and Zoning Division. Additionally, certain uses may be subject to a Conditional Use Permit or other Zoning related approvals. Building Development cannot issue permits until Planning and Zoning approvals have been obtained. For an initial Planning and Zoning consultation, please contact the Site Development Division at (623) 773-5137 or (623) 773-7664 or [permits@peoriaaz.gov](mailto:permits@peoriaaz.gov). **Please select one of the following options:**

### VOLUNTARY SUBMISSION "AT-RISK" DISCLAIMER

In the event zoning clearances are required, the plans will receive a one time courtesy review. By initialing and signing the following disclaimer, you are acknowledging and accepting that the building plans submitted herein are subject to Planning and Zoning approval. Submission of these plans "At-Risk" means there is no guarantee of approval by the Planning and Zoning Division, which could result in the denial of the plans submitted. Review fees are not refundable. Plans may not be re-submitted for a 2<sup>nd</sup> review until such as time all required Planning and Zoning Division approvals have been obtained.

1. I have read the above notice and disclaimer and understand the potential consequences resulting from non-compliance or obtaining proper Planning and Zoning approvals. (Initial\_\_\_\_\_)
2. The submittal of these plans does not guarantee approval by the Planning and Zoning Division. Review fees are not refundable. (Initial\_\_\_\_\_)
3. In the event, the above mentioned project requires specific Planning and Zoning Division approval, such as Design Review or Conditional Use Permit, the applicant\_\_\_\_\_ (print name of representative) voluntarily submits the following commercial construction documents "At-Risk" to the Building Development Division for a 1<sup>st</sup> round Plan Check. (Initial\_\_\_\_\_)
4. The applicant understands Planning and Zoning Division approvals are not automatic and that acceptance of these plans does not imply approval of the submission or proposed use.(Initial\_\_\_\_\_)
5. The applicant certifies the plans presented herein will not be resubmitted for a 2<sup>nd</sup> review until such time as the Planning and Zoning approval has been granted. A re-submittal or 2<sup>nd</sup> submittal of the plans will not be accepted by the Building Counter without a copy of the Planning and Zoning approval letter. (Initial \_\_\_\_\_)
6. The applicant certifies that any architectural facade changes, floor plan changes, resulting from Design Review or Conditional Use Permit approval will be corrected in the plans prior to the re-submittal of construction plan documents to the Building Development Division. (Initial\_\_\_\_\_)
7. Further resubmittal(s) and the review of the plans could result in additional fees. (Initial\_\_\_\_\_)

Print Name:\_\_\_\_\_ Print Project Name:\_\_\_\_\_

Signature (Authorized Representative):\_\_\_\_\_ Date:\_\_\_\_\_

E-Mail \_\_\_\_\_ Phone Number:\_\_\_\_\_

### OPT-OUT OF "AT-RISK" OPTION

The plans submitted to the Building Counter will receive a pre-assessment check on behalf of the Planning and Zoning Division. **Planning staff will contact the applicant listed below and advise them of the Planning and Zoning approvals required.**

1. The plan review process will not proceed and the plans must be picked up at the Building Counter. The applicant understands a Building Plan Review will not occur until Planning and Zoning approvals and land use clearances have been obtained.
2. I have read and understand the Opt-Out of "At-Risk" notice. (Initial\_\_\_\_\_)

Print Name:\_\_\_\_\_ Print Project Name:\_\_\_\_\_

Signature (Authorized Representative):\_\_\_\_\_ Date:\_\_\_\_\_

E-Mail \_\_\_\_\_ Phone Number:\_\_\_\_\_