



**TENANT
IMPROVEMENT
STANDARDS**

**Handout
509**

REV 01/09

ADOPTED CODES (with City and MAG Amendments):

**2006 International Building Code (IBC)
2006 International Mechanical Code (IMC)
2005 National Electric Code (NEC)
2006 International Plumbing Code
2006 International Fire Code (IFC)
2006 International Property Maintenance Code (IPMC)
AZDAAG**

** REVISIONS – the City of Peoria SOP 90 requires a submission letter from the design professional identifying each change and each revision must be bubbled or clouded with a key or notation made to match revision block on drawings.*

**Community Development Department
Building Safety Division**

9875 N. 85th Avenue
Peoria, Arizona 85345
623-773-7225 FAX: 623-773-7245

www.peoriaaz.gov/building

A. ARIZONA BOARD OF TECHNICAL REGISTRATION REQUIREMENTS

1. An architect's or engineer's seal is required when floor area, measured to the outside surface of the exterior walls exceed 3,000 square feet or when intended for occupancy by more than 20 persons on a continuous basis. (ARS 32-144)
2. Electrical plans may be prepared by an architect, engineer, or licensed electrical contractor. Plans must be sealed and signed by an Electrical Engineer when the service is 400 amps or more, or exceeds 10K AIC.
3. Structural beams exceeding 20' shall be prepared by an architect or engineer.

B. CONSTRUCTION

1. Tenant improvements shall be constructed by a licensed contractor in the following commercial license classifications: B-1 General Commercial Contractor, B-2 General Small Commercial Contractor, L-61 Carpentry, Remodeling and Repairs Contractor limited to \$50,000.
2. Each contractor must have an active City of Peoria sales tax number. (Sales Tax Office 623-773-7112.)

C. TENANT IMPROVEMENT APPLICATION

All projects must have a permit application. Arizona law requires that every applicant supply specific information and certain declarations regarding the proposed work.

The owner, licensed contractor, or their authorized agent can complete the application. The following information must be provided:

1. **Project Information:** The address, legal description or assessor's parcel number, existing use of the building or property, and a brief description of the proposed work/project.
2. **Applicant:** This is the name of the person presenting the application to the department.
3. **Property Owner:** The name and address of the property owner.
4. **Contractor:** The name, contractor license number, state privilege tax number and active

City of Peoria sales tax number must be provided.

5. **Applicant Signature:** This statement may be signed by the contractor, owner or agent.

D. FEES

1. Building permit and Plan Review fees are based on the valuation of the project, as determined by the following: Occupancy Classification, Type of Construction and Building Area.
2. **Major structural changes** = 40% of original tenant building area.
3. **Minor non-structural changes:** 20% of original tenant building area.

E. CONSTRUCTION PLANS REQUIREMENTS

Provide three copies of the following drawings:

1. **Floor plan, scale 1/4" = 1'-0"**
 - a) Floor plan shall be provided with dimensions locating new construction, door sizes/types, means of egress, egress illumination and other information specific to the occupancy type.
 - b) Provide cross section of new walls, bulkheads, soffits and other details as necessary. Specify all types of materials to be used.
2. **PLUMBING**
 - a) Show the location(s) of all new plumbing fixtures and provide fixture specifications.
 - b) Drain, waste and vent isometrics, gas isometrics
 - c) Water Calculation Summary which shows existing water meter size (GPM total maximum), a breakdown of existing & new fixture units & remaining units.
3. **MECHANICAL, Scale: 1/4" = 1'-0"**
 - a) Show the location(s) of new and existing unit(s), provide specifications for new and existing unit(s).
 - b) Makeup air calculations
 - c) Kitchen hood detail/grease duct dimensions
 - d) Condensate line locations and termination points

4. **ELECTRICAL, Scale: 1/4" = 1'-0"**
 - a) Identify all new and existing electrical equipment.
 - b) Panel schedules shall be summarized and updated with each submittal, including the calculations. The panel size, feeder, and over current protection size shall be shown on the drawings.
 - c) A complete plan showing the layout of the proposed electrical wiring for each floor, including size of working clearance at all switch gear and panels and legend of all symbols used. Exterior lights per Chapter 10 IBC.
 - d) Provide fault current calculations and specify if series rated. If series rated verify 1% motor load not exceeded.
 - e) Details of panel board, switchboard, and distribution centers showing type and arrangement of switches, over current devices.
 - f) The existing load and additional load as computed in accordance with the code or by other approved methods. Submitted data shall show the adequacy of existing service.
 - g) The location, voltage, and horsepower or full load ampere rating, of every motor.
 - h) Medical care facilities per NEC Article 517.

5. **METER & SUB-PANEL I.D.**

- a) When adding a meter to an existing S.E.S. location each meter must be permanently identified to coincide with the suite or tenant space actually served through the meter.

Sub-panels located within existing suites and when more than one space is leased or rented shall be identified.

b) **Meter I.D.**

The identification tag at each meter must show the suite number, machine engraved or machine printed on aluminum, brass, or other approved non-ferrous metal with minimum 1/4 inch high letters. The tag shall be riveted adjacent to the meter socket and disconnection means identify multiple meters 1 of 2, 2 of 2, etc.

c) **Sub-Panel I.D.**

The identification tag at each sub-panel must show the panel number in consecutive order (sub-panel 1 of 3, etc) machine engraved or machine printed on metal or plastic with a minimum 1/4 inch high letters. The tag must be attached with screws, rivets or epoxy on the outside cover.

6. **FIRE**

- a) **Shop drawings for alarms and sprinklers attached to each set of construction plans. A Misc Building Permit Application for sprinklers and alarms listing the installing contractor, www.peoriaaz.gov/fire**

7. **SITE UNIT ADDRESSING PLAN**

- a) A site unit addressing plan will be included, unless the permit does not involve any building with units.
- b) Submit 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.

F. **REST ROOMS, Scale: 1/4" = 1'-0"**

1. **Required Fixtures**

- a) The number and type of required plumbing fixtures shall comply with IBC Chapter 29 and per AZ Revised Statutes Article 12 45-313.

2. **Accessibility Requirements**

- a) Comply with AzDAAG (ADAAG)

3. **Sanitation**

- a) Ceramic tile floor finish and ceramic cove base required. Commercial sheet vinyl floor covering allowed with prior approval by plans examiner.

ADDITIONAL REQUIREMENT:

Storage Racks

- a. Free standing racks exceeding 5'9" height require separate plan review and permit (if not included in plan submittal)
- b. Free standing racks exceeding 8' height require design by an Arizona Registrant
- c. Provide floor plan including storage rack locations demonstrating egress path not obstructed and locations of exit signs and products to be stored with MSDS sheets.

G. PREMISES IDENTIFICATION

Address information:

1. **ALL** numbers including suite numbers must be on **CONTRASTING BACKGROUND**.
2. **NO** number on **GLASS** except suite numbers.
3. Verify building address size and location
 - a) If located between grade and 11 ft 11 inches the letters must be a minimum of 6 inches.
 - b) If located above 12 feet from grade, the letters must be a minimum of 12 inches.
 - c) Visible from street or road fronting the property.
4. Numbers located up to twelve (12) feet in height from finished grade, monument signs and commercial building with suites – minimum six (6) inch numbers. Suite numbers shall be on the front and back doors.
5. Numbers located twelve feet and higher from finished grade – minimum twelve (12) inch numbers.
6. Residential – minimum three (3) inch numbers. Numbers are to be placed on flat surfaces **NOT** on eaves.

H. OTHER DEPARTMENT INFORMATION:

Commercial Plans Examiners:

1. Larry Harper, Senior Plans Examiner
(623) 773-7231
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2. Jeff Sterling, Senior Plans Examiner
(623) 773-7230
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3. Cheryl Mullis, Senior Plans Examiner
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4. **Automatic Fire Sprinkler Protection/Fire Alarms:**
Ron Beene, Senior Fire Plans Examiner
(623) 773-7217
ron.beene@peoriaaz.gov
5. **PLANNING AND ZONING**
Contact 623-773-7200 for specific requirements.

6. PERMIT SPECIALISTS

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7. ADDRESSING

Mark Stambaugh, Sr. GIS Technician
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