

CITY OF **M**ARICOPA

PROUD HISTORY • PROSPEROUS FUTURE



COMMERCIAL TENANT IMPROVEMENT

APPLICATION GUIDE

DEVELOPMENT SERVICES DEPARTMENT

39700 W. Civic Center Plaza
Maricopa, AZ 85138

Phone: 520.316.6920

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www.maricopa-az.gov



Applicability:

A Tenant Improvement Building Permit is required under the following conditions.

1. When any work is done to enlarge, alter, repair, improve, convert, or cause the same to be done to any building.
2. When Electrical, Plumbing, Heating and Air Conditioning Systems are altered or expanded.
3. Change of occupancy.

Prerequisites

Before issuing a Commercial Tenant Improvement Permit, you will require approval of a Zoning Permit to verify zoning compliance. For further information, contact the Planning and Zoning Division at 520-316-6920 or via email at DSD@maricopa-az.gov.

General Submittal Requirements:

- Construction plans must be prepared, sealed, signed, and dated by an Arizona registered design professional (architect or structural engineer registered in Arizona).
- All plans shall be legible, drawn to scale and dimensioned.
- Local seismic design criteria must be stated on the cover sheet.
- Review all code references when making the corrections to ensure compliance. Do not copy the code reference as a correction onto the plan unless such reference is requested as a note to be incorporated into the plan.
- All engineers and architects involved in the project's design shall seal, sign and date the related sheets and details. A registered professional is required per A.R.S. 32-141 unless exempt per A.R.S. 32-144.
- For hazardous occupancies, refer to the special submittal guidelines.
- It is still the applicant's responsibility to ensure compliance with all codes and amendments.
- All food service facilities will require separate approval by Pinal County. (For plan review and permitting process, please contact: Division of Environmental Health, 31 N. Pinal St. Bldg. F, Florence, AZ 85232-2517, phone number (520) 866-6864.)
- Fire sprinkler and fire alarm submittals will require separate permits and approvals.



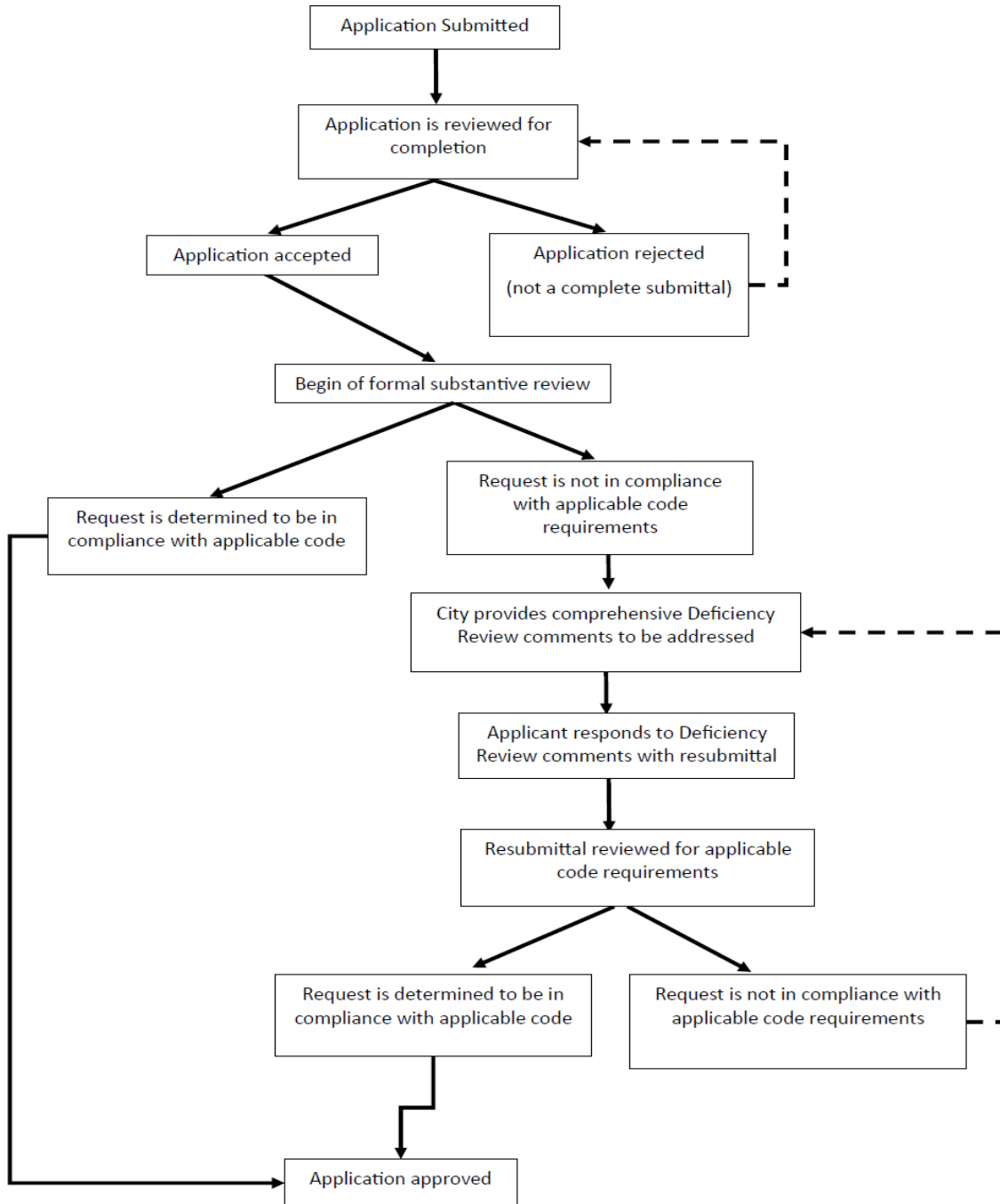
How to Apply:

To complete an application, please click on our [VIP](#) portal. Submit the required documents, plans, and [fees](#). You will be contacted once we have reviewed your submission. For information on application fees and review times see the following links below. For questions please email us at DSD@maricopa-az.gov or call us at 520-316-6920.

- Development Fees – [Click Here](#)
- Plan Review Times – [Click Here](#)



Process Flow Chart



Submittal requirements:

1. Project Narrative (required)

- Scope of work proposed
- Provide a description of the proposed use. Be very specific. For example, specify exactly what will be stored or sold, or the type of operation your business does. Number of employees during one shift.

2. Site Plan (required) see page 6 for submittal information.

3. Construction Plans (required) see pages 7-9.

4. Electrical “Will Serve” letter/Acceptance letter (as applicable)

5. Water “Will Serve” letter/Acceptance letter (as applicable)

6. Septic “Will Serve” letter (as applicable)

- (Global Water or Maricopa Domestic Approval)

7. Pre-Incident Fire Plan (required) see page 10 for submittal information.

8. Hazardous Occupancy (if applicable) see page 11 for submittal information.

Note: Please follow this file naming format when submitting your plans and/or documents:

(Plan Type) – (Project Name) – (Submittal #)

Example: Landscape Plan – The Lofts on Edison – 2nd Submittal

*Please note that only PDF files will be accepted



Site Plan:

- Drawn to scale @ 1' = 20" or 1/16" = 1'
- A site plan is generally required to determine which building in a series of buildings, which suite within a building, etc. is to be modified. Show all property lines and lot dimensions, setbacks for existing and proposed buildings, location of water meter curb box and sewer tap public and private easements and proposed location for mechanical equipment, such as heat pumps/condensers for building cooling systems. Indicated the location of all buildings on the site detailing the size and dimensions. Show the specific location of the tenant space within the building. On non sprinkler buildings show the occupancy of each suite.
- A complete site plan must also be submitted whenever the use of the occupied area changes.
- Provide a complete parking lot layout plan. Show all handicapped spaces that exist and proposed and indicate compliance with the Americans with Disabilities Act.
- Requirements Provide parking space calculation. Show all required parking as determined by the City of Maricopa Zoning Ordinance, Chapter 16, Article 21 (as amended), "Parking Regulations and Standards". Show by dimension all new parking areas, driveways, maneuvering areas, ADA complying spaces, and signage.
- Site plan showing accessible route(s) from those spaces to the main (public) entrance to the T.I. location. Also show accessible means of egress routes from the T.I. to adjacent public way(s).



Construction Plans

Floor Plans:

- Drawn to scale at 1/8' or 1/4' = 1'
- Show all rooms, spaces and indicate all uses (i.e. office restroom, sales area, etc.). Occupancy classification per current adopted code.
- Modification to the sprinklers is required on the plans EXCEPT "B" & "M" occupancies with less than 20 heads being modified.
- Square footage of the building or the suite.
- Show the locations of all doors and indicate the direction in the door swing. Provide door and window sizes specified on the floor plans, finish hardware a/schedule, threshold, and ramps if applicable.
- Indicate all proposed changes to the floor plan. Some changes may require structural details (i.e. any new construction of walls, floors, and ceiling level changes, etc.)
- Provide fixture layout for retail stores and restaurants, including aisle widths and clearances.
- Indicate the location of fire extinguishers. For most retail occupancies, one (1) 2a-10bc extinguisher with a maximum travel distance of 75 feet will be acceptable.
- Provide details indicating compliance with all accessibility requirements.
- Indicate all locations of fire-rated walls and area separation walls, if applicable. Details of the fire-resistive system for structural members, interior partitions, and fire-rated assemblies shall be indicated. Provide fire-rated assembly testing and listing information.
- Construction material shall be noted on the plans and material specifications shall be provided on plans.
- Specify floor and wall finishes in all new bathroom facilities.
- List codes used. Currently we use 2018 IBC, IMC, IEC, IFC & 2017 NEC Architect, engineer or designer (name, address, phone)
- Consultant (name, address, phone).
- Special inspection requirements (if applicable).



Mechanical Plans:

Required when the heating, air conditioning, and ventilation systems are altered, expanded, or when a new ceiling is installed.

- Indicate the location of all existing and proposed mechanical systems, this includes air conditioning, heating, and evaporative cooling. Show all duct runs and fire dampers.
- Specify the type, capacity and weight/support of all heating, ventilation, and air conditioning equipment.
- Define special use of equipment in conjunction with fire or smoke control.
- Provide details on commercial grease and smoke hood systems.
- The construction of the fire resistive shaft required for Type I hood systems shall be clearly identified.
- Provide details on hoods required for commercial dishwashers, kilns, ovens, and other equipment.
- Provide combustion air details and calculations for all gas appliances.
- Specify materials of installation components.
- Show location and capacity of the existing and new equipment.
- Show location, size and capacity of all new ducts, diffusers, and grill systems.
- Provide notes or details when fire dampers are required.
- Provide details for screening of roof mounted equipment.



Plumbing Plans:

Required when water or sewer lines are altered, or the system is expanded.

- Show all existing and proposed plumbing fixtures.
- If any fixtures are to be added a waste and water isometrics are required.
- Provide water and waste calculations for added fixtures to ensure that the existing services are adequate for the additional load.
- Indicate all gas appliances, provide a gas isometric. Provide PSI, distances, BTU, demands, and sizes for all piping.
- Show locations and capacities of all grease, sand or oil interceptors.
- Specify all piping materials.
- Show all backflow prevention devices.
- Specify expansion tanks for all water heaters.

Electrical Plans:

Required when lighting or power circuits are to be revised or expanded.

- Provide a separate electrical floor plan. Show all outlets, lights, switches, fans, and equipment, existing and proposed.
- Illumination must be provided for Exit discharges.
- Indicate the location of all exit signs and emergency lighting if applicable, please note emergency lighting is now required on the exit.
- Provide electrical load calculation showing existing and proposed loads.
- Provide a one-line diagram and panel schedule and locations.
- GFCI outlets are required in the kitchens and all new lavatory fixtures.



Pre-Incident Fire Plan

A "**Pre-Incident Fire Plan**" is a detailed document needed by outside fire departments that outlines critical information about specific buildings or sites, allowing them to quickly and effectively respond to a potential fire emergency by understanding the building layout, hazards, access points, fire suppression systems, and other relevant details before an incident occurs, ultimately aiming to minimize property damage and protect lives.

Floor Plans:

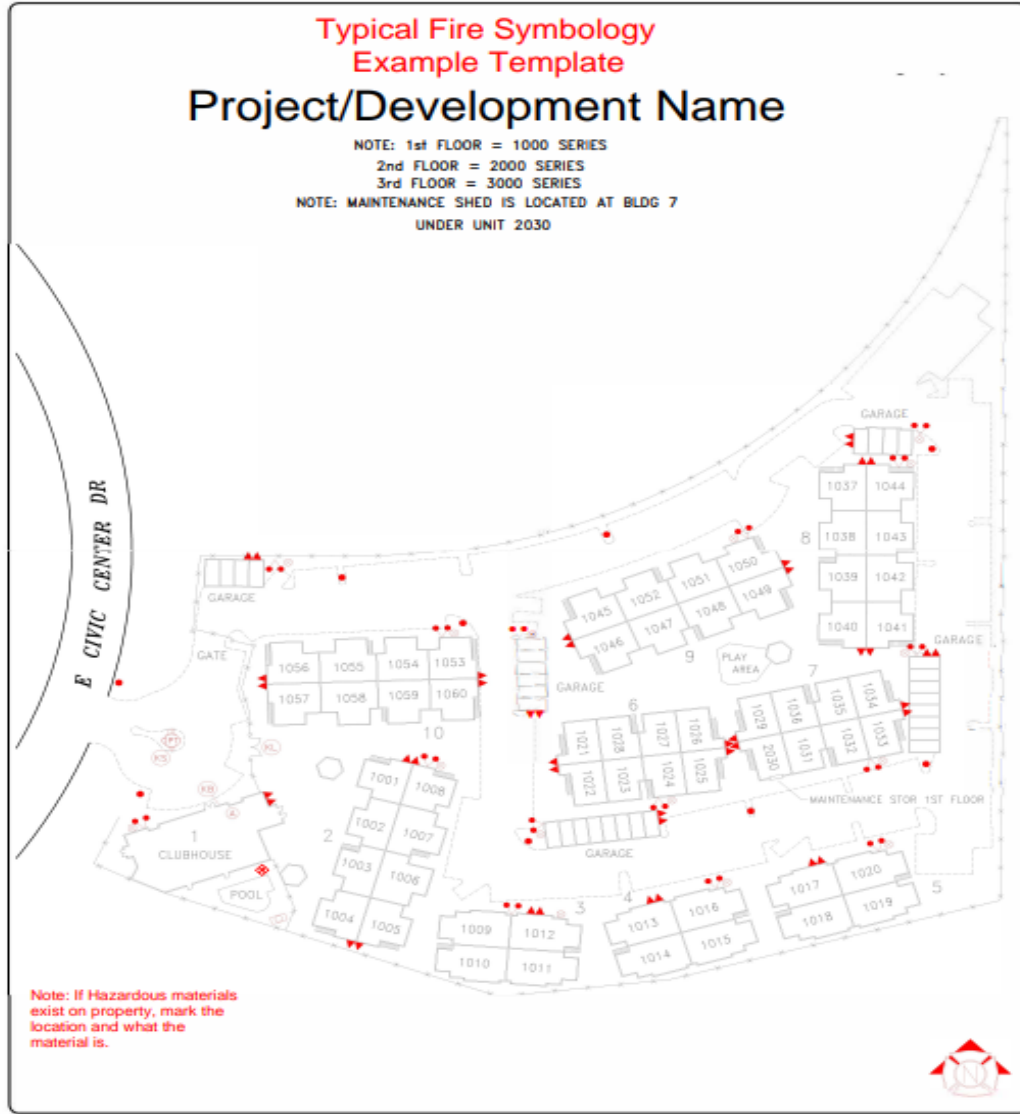
- One plan for each building floor.
- All exterior and interior walls.
- All door locations (ingress/egress) throughout the building, including roll up doors and roof hatch/doors.
- Stairs and elevator locations.
- Room/suite's names and/or numbers.
- Utility shutoff locations (water, electric and gas).
- Special hazards and high-piled stock/racks, if any.
- Fire department items shall include, but are not limited to:
 - Standpipes
 - Fire sprinkler riser locations
 - Fire alarm panels
 - Fire department connections
 - Knox boxes
 - Fire access gates
 - Curb fire lanes

Site Plan: Including parking lot, building numbers, parking garages, fire lanes and fire hydrants locations.

Roof Plan: Layout and access (ladder/hatch locations)

Not Required. The drawings are not required to contain layers listing furnishings, floor coverings, ceiling styles/grids, plumbing fixtures, electrical (lights, switches, outlets), wall coverings, or landscape information.





FIRE SYMBOLOGY					
	ANNUNCIATOR PANEL		HALON SYSTEM		POST INDICATOR VALVE
	ELECTRICAL SHUTOFF		HAZARDOUS MATERIALS		PRE-EMPTION SWITCH
	ELEVATOR		HYDRANT		RISER SHUTOFF
	FIRE ALARM CONTROL PANNEL		KNOX BOX		ROLL-UP DOORS
	FIRE DEPT. CONNECTION		KNOX PADLOCK		STAIRS
	FDC - STORTZ		KNOX SWITCH		STANDPIPE
	GAS SHUTOFF		OUTSIDE STEM & YOKE		TANK
					UNDERGROUND TANK



Hazardous Occupancy:

- Any tenant that utilizes or stores flammable or combustible liquids shall comply with 2018 I.B.C. and Chapter 5 of the N.E.C.
- A preliminary review is required with Building Safety and Maricopa Fire Department.
- In order to determine occupancy, the following information shall be provided at the preliminary review:
 - Preliminary MSDS sheets
 - Preliminary quantities of materials
 - Site plan
 - Floor plan
- It may be necessary to have several preliminary reviews on the same project.
- Final specific submittal requirements shall be established during the preliminary review but shall comply with the minimum requirement listed for all tenant improvements.



REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

A.R.S. § 9-832: REGULATORY BILL OF RIGHTS

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
 - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
 - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832.

