



Chandler • Arizona
Where Values Make The Difference

Building Plan Review Tenant Improvement Plan Submittal Requirements

Log No: _____

Date: _____

| | | |
|-------------------|--|----------|
| Project name: | | |
| Address/location: | | |
| Contact person: | | Phone #: |

Building codes in use as of July 1, 2016:

- 2015 International Building Code (IBC), with local amendments
- 2014 National Electric Code (NEC)
- 2015 International Plumbing Code (IPC), with local amendments
- 2015 International Mechanical Code (IMC), with local amendments
- 2015 International Residential Code (IRC), with local amendments
- 2015 International Fuel Gas Code (IFGC), with local amendments
- 2015 International Energy Conservation Code (IECC)
- 2015 International Fire Code (IFC) with local amendments
- 2015 International Existing Building Code (IEBC)
- 2015 International Swimming Pool and Spa Code (ISPSC)
- 2009 ICC/ANSI A117 Accessibility Standards

Provide complete sets of building plans and specifications. See “Building Plan Submittal Requirements”.

| Item | Requirement |
|------|-------------|
|------|-------------|

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|----|--|
| 1. | Draw plans legibly and to scale. |
| 2. | Include on the plans the building address, together with the suite number of the proposed tenant improvement. |
| 3. | Include a sheet index. |
| 4. | Building plans and specifications may be required to be stamped by a State of Arizona registrant. All registrants' stamps shall be dated and signed. |
| 5. | Show occupant classification(s) for compliance with IBC section 302. |
| 6. | Show occupant load(s) for compliance with IBC section 1004. |

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

**Transportation and Development Department
Development Services Division
Building Safety Plan Review Section
215 E. Buffalo St., Chandler Arizona 85225**

Telephone: (480) 782-3000
Fax: (480) 782-3110
www.chandleraz.gov
Form No: UDM-071/Building
Rev: 5-23-17

Item Requirement

7. Building plans may require an exiting plan.
8. Building plans may require a narrative defining the actual scope of work (including processes) and actual materials in storage.
9. Show the type of construction for compliance with IBC section 602.
10. Show the building height and number of stories.
11. Show the building area.
12. Provide the minimum plumbing fixtures (including a service sink and drinking fountain) for compliance with IPC section 410.4 as amended and table 403.1.
13. Include a code summary of all fire resistance rated applications (if construction applications apply).
14. Address governing building codes (see page 1).
15. An electronic Hazardous Material Inventory Statement (HMIS) may be required. Please refer to the Chandler Fire Department "[Plan Review Guide for Building Plans](#)", p. 3 (this is on the Unified Development Manual website, Appendices to Section 5).
16. Submit plans to the Development Services Division if there will be modifications to existing fire suppression systems affecting 20 or more heads, 40 or more feet of pipe or 40 or more pipe joints. These plans must be reviewed and approved prior to permit issuance.
17. Include the following Fire Department polices and forms on fire sprinkler plan review submittals:
 - _____ [Plan Review Guide For Fire Sprinkler Systems.](#)
 - _____ [Plan Review Guide For Building Plans.](#)
 - _____ [General Notes to the Contractor.](#)

Note: these documents are on the Unified Development Manual website, Appendices to Section 5.

18. Include the following Fire Department polices and forms on fire alarm plan review submittals:
 - _____ [Plan Review Guide for Fire Alarm Systems.](#)

Note: this document is on the Unified Development Manual website, Appendices to Section 5.

19. Include an architectural site plan showing the following:
 - _____ Site vicinity map with main arterial streets.
 - _____ Site plan with location of existing building and location of proposed tenant improvement.
20. Show the following on the building floor plan(s):
 - _____ All existing conditions, all new applications and all changes from existing plan approvals.
 - _____ The occupancy use for each room or area.
 - _____ Location of all walls with complete construction details from foundation to floor or roof sheathing of each wall type.

Note: Provide all fire resistance rated wall applications with complete detail(s) and data as noted on approved listing or prescriptive fire

Item Requirement

resistance provisions per IBC section 721. Provide two sets of listing reports on each listing application.

- Door identifications with schedules and specifications.
- Door hardware schedule and specifications.
Note: Locks and latches shall comply with IBC section 1010 and ICC/ANCI A117.1 for graspability requirements.
- Window identifications with schedules and specifications
Note: Opening protectives shall comply per IBC section 716.
- Floor and wall finish specifications.
- Locations of all permanent counters, cabinets, plumbing fixtures, miscellaneous equipment and furniture.
- Complete details/sections addressing all building accessibility requirements (see page 6).

21. Include a reflected ceiling plan.

22. Include mechanical plans showing all changes and new applications to original plan approvals.

- All existing conditions, all new conditions and all changes to original plan approvals
- All new or relocated mechanical equipment shall be approved by a state registrant showing that existing structural conditions are adequate to support new imposed loads created by the new or relocated equipment.
- Mechanical material specifications.
- Equipment schedules.
- A legend addressing all mechanical applications.
- If using plenum as a duct system, address all code requirements for compliance with IMC section 602.
- Smoke detection systems shall comply with IMC sections 606.

Commercial kitchen applications shall comply with the following:

- Hood ventilation ducts and exhaust equipment per IMC section 506.
- Exhaust hoods per IMC section 507.
- Make-up air per IMC section 508.
- Fire suppression systems per 509.

23. Include plumbing plans showing all changes and new applications to original plan approvals.

- All existing conditions, all new conditions and all changes to original plan approvals.
- A legend showing all plumbing applications.
- Plumbing material specifications.
- Plumbing fixture schedule.
- Gas schematic.
- Drain, waste and vent schematic (note all fixtures in contact with grease, oil, etc. shall drain into a grease and oil interceptor).

Item Requirement

- Hot and cold water schematic.
 - Complete water calculations showing:
 - a) All existing and new plumbing fixtures.
 - b) Existing size of water meter and building supply line.
 - Minimum plumbing fixtures shall comply with IPC chapter 4 and table 403.1.
24. Include electrical plans showing all changes and new applications to original plan approvals:
- All existing conditions, all new conditions and all changes to original plan approvals.
 - Electrical material specifications.
 - Legend showing all electrical applications.
 - Lighting plan showing all:
 - a) Circuit identifications.
 - b) Existing systems.
 - Lighting schedule.
 - Power plan addressing all:
 - a) Circuit identifications.
 - b) Locations of panel boards.
 - Electrical equipment schedule.

 - Electrical one-line diagram showing:
 - a) All existing and new wiring methods.
 - b) Equipment.
 - Complete electrical load calculations addressing all existing, new and total amp loads.
 - Complete panel board schedule(s) showing:
 - a) All existing and new circuits.
 - b) All existing, new and total loads.
 - Provide complete electrical plans when hazardous conditions, materials or processes require an electrical classification. All wiring methods and equipment applications must comply with class, division and group requirements.

Building Accessibility Requirements

Provide complete details or sections addressing all requirements of each section as they apply to each building condition.

- _____ Provide accessible doorways with a clear opening of 32" (min)
- _____ Handrails. Provide continuous handrails along both sides of stairway with 12" extensions beyond the last tread. Gripping surface width shall be between 1.25" to 1.5" diameter
- _____ Door maneuvering clearances on forward and side approaches
- _____ Landing must be within ½" of threshold
- _____ Door hardware graspability and closure requirements
- _____ Drinking fountains and water coolers for wheelchair access and people with a limited ability to bend or stoop on forward and side approaches.
- _____ Water closets
- _____ Grab bars
- _____ Toilet stalls
- _____ Urinals
- _____ Lavatories and mirrors
- _____ Shower stalls
- _____ Toilet rooms
- _____ Service counter. Provide a 36" x 12" counter area at 36" above floor level (min)
- _____ Break room sinks
- _____ Alarms
- _____ Telephones
- _____ Microwave ovens