



Tenant Improvement Permitting Program - Westcor Architectural and Engineering Checklist

Tenant:

Suite:

Date:

This checklist will be reviewed by a Westcor architectural review coordinator. If your submittal is deemed complete Westcor will provide a letter authorizing your submittal to the Town of Gilbert for permitting.

This checklist has been prepared as a guide for all architects and engineers performing services for tenants in the Town of Gilbert, Arizona. It provides information required by the Town of Gilbert on all drawings issued for permit. Information requested herein must be included in all Tenant Improvement drawings before plans will be submitted to the Town of Gilbert for Plan Review.

Purpose of Checklist

This list is not intended to be inclusive of all items required for a permit. We assume that you are knowledgeable on code issues and understand the requirements of a general set of documents.

How to Use the Checklist

The checklist is divided into four sections:

- A. Architectural/Structural Requirements (includes accessibility)**
- B. Mechanical/Plumbing Requirements**
- C. Electrical Requirements**
- D. Fire Sprinkler and Fire Alarm Requirements**

Westcor San Tan Village, Tenant Plan Review Submittal Checklist

As a part of your submittal Westcor will provide the following:

- 1. Tenant Improvement Building Permit Application
- 2. Fire Plan Review Application
- 3. Electrical load/demand/availability at master services
- 4. Plumbing waste/water fixture loading demand/ capacity at common services
- 5. Letter authorizing submittal of permit application and plans to the Town *

* Note that Westcor and the Town have agreed to this process and any project without a letter authorizing submittal will be rejected.

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The tenant must provide the following:

- 1. A brief project narrative describing the intended use of the tenant space.
- 2. Four (4) complete sets of Construction Documents; Including Fire Sprinkler and Fire Alarm plans.
- 3. Hazardous materials (Hazardous Material Inventory Statement (HMIS) and Material Safety Data Sheets (MSDS) **when applicable**.
- 4. Deferral of submittal items shall be approved by the Town of Gilbert Building and Fire Plan Review Administrator. Deferred submittals will be discouraged and only approved under compelling circumstances.

Adopted code information and amendments are available on line at www.ci.gilbert.az.us

Westcor San Tan Village, Tenant Plan Review Submittal Checklist

A. Architectural/Structural Requirements

Provide the following information on the plans as they apply to your submittal:

Title Sheet/or Cover Sheet/or First Plan Sheet	✓ Location on Plans Sheet #, Detail #, etc.
a. Name and address of project, provide space for suite # to be added by Town of Gilbert. Place address only on Cover Sheet.	<input type="text"/>
b. Vicinity Map showing the location of suite within the project.	<input type="text"/>
c. Occupancy group/type of construction	<input type="text"/>
d. Exiting analysis including occupants loads	<input type="text"/>
e. Short but thorough description of use/ business (may be same as brief project narrative)	<input type="text"/>
f. Listing of Codes in effect in the Town of Gilbert: 2003 International Building Code 2003 International Fire Code 2002 National Electric Code 2003 International Mechanical Code 1994 Arizona Uniform Plumbing Code w/ State amendments Accessibility Guidelines - Americans with Disabilities Act Accessibility Guidelines (ADAAG)	<input type="text"/>

Additional Requirements

Provide the following notes on the plans

a. All plans changes shall be presented to the field inspector for evaluation. If deemed necessary, plan change shall be submitted to plan review as prescribed by the Town.	<input type="text"/>
b. All roof-mounted mechanical equipment must be screened from view.	<input type="text"/>
c. All exterior signage requires and is reviewed under separate permit.	<input type="text"/>
d. International 4" x 4" No Smoking symbol is required to be posted at all entrances (Ordinance 1335)	<input type="text"/>
e. Suite numbers should be min. 3 inches high, one-half inch stroke width and contrasting color. Premises identification must be visible from street or drive. All exterior suite doors shall be labeled. Post 6" street numbers and 3" suite numbers.	<input type="text"/>

Notes to Tenant/Applicant

- a. Changes to the exterior may require additional approval through the Planning Department prior to submitting for plan review. This can take up to 30 days for staff approval.
- b. No energy calculations are required at this time

Westcor San Tan Village, Tenant Plan Review Submittal Checklist

A. Architectural Requirements

Continued, Provide the following information on the plans as they apply to your submittal:

	Location on Plans ✓ Sheet #, Detail #, etc.
Architectural- Common items that must be covered in plan set as they apply:	
a. Max. number of occupants with one exit for Group B (max. 5000 square feet) or M (max. 1500 square feet) occupancy is 50 IBC Table 1014.1 and 1018.2 item 3.	<input type="text"/>
b. Where two exits are required, exits shall be located a min. 1/3 the major diagonal apart for sprinklered buildings. IBC 1014.2.1 sprinklered buildings. IBC 1014.2.1.	<input type="text"/>
c. The max. travel distance to an exit for B or M occupancy is 200 ft. in non-sprinkled buildings, 250 ft. for sprinkled mercantile bldgs, or 300 ft. for sprinkled business buildings. IBC Table 1015.1 The max. travel distance to an exit where only one exit is provided is 100 feet for Group B or 75 feet for Group M. IBC Table 1018.2	<input type="text"/>
d. Door(s) shall be sized according to IBC 1008.1.1	<input type="text"/>
e. Egress door lock and latch requirements per IBC 1008.1.8.3	<input type="text"/>
f. In public areas of Group B & M occupancies, the minimum clear aisle width shall be 36 inches, per IBC 1013.4.1	<input type="text"/>
g. Egress through intervening spaces, per IBC 1013.2	<input type="text"/>
h. At least a portion of sales and services counter(s) shall be a max. 36 inches in height and min. of 36 inches in width. ADAAG 7.2.	<input type="text"/>
i. Walls within 2 feet of urinals & water closets shall have smooth, hard, non-absorbent surfaces to a height of 4 ft. above floor. Indicate a 6 inch cove base. IBC 1210	<input type="text"/>
j. Where applicable show location of penetrations and methods for maintaining required structural safety, fire resistance rating and firestopping at all fire rated assemblies is required. Complete and thorough detailing must be provided. Provide listed assembly detailing as published by the listing agency.	<input type="text"/>
k. Dimensioned Floor Plan	<input type="text"/>
l. Reflected Ceiling Plan	<input type="text"/>
m. Door/window schedules & fire ratings	<input type="text"/>
n. Door hardware schedule keyed to door schedule	<input type="text"/>
o. Room finish schedule	<input type="text"/>
p. Partition types/details	<input type="text"/>
q. Ceiling/soffit framing details	<input type="text"/>
r. Toilet facilities per IBC Chapter 29	<input type="text"/>

Westcor San Tan Village, Tenant Plan Review Submittal Checklist

A. Architectural Requirements

Continued, Provide the following information on the plans as they apply to your submittal:

Architectural - continued	Location on plans ✓ Sheet #, Detail #, etc.
s. ADA dimensions, clearances (doors, toilet rooms, dressing/fitting rooms, service counters, etc).	<input type="text"/>
t. Glazing subject to human impact load shall be safety glazed. per IBC 2406.	<input type="text"/>
u. Display and/or storage racking/shelving layout indicating aisle widths/ exit paths/ etc.	<input type="text"/>
v. One fire extinguisher 2A10BC per 3,000 sq. ft. within maximum travel distance of 75 ft.	<input type="text"/>
w. Provide exiting plan with lines and arrows indicating path of travel. Include locations of all exit signage and emergency lighting.	<input type="text"/>

These must conform to the standard details provided by Westcor

Structural (If Applicable)

a. Structural Calculations	<input type="text"/>
b. General Structural Notes plan sheet (Also to include Special Inspection requirements)	<input type="text"/>
c. Where special inspections (structural welding, concrete, masonry, high-strength bolting, epoxy anchors, etc.) are necessary complete and submit Special Inspection form with submittal	<input type="text"/>
d. Structural plans/details as required	<input type="text"/>

B. Mechanical/Plumbing Requirements

Provide the following information on the plans as they apply to your submittal:

Mechanical Plans	✓ Location on Plans Sheet #, Detail #, etc.
a. Mechanical floor plan and reflected ceiling plan	<input type="text"/>
b. Ductwork sizes, materials, hangers, etc.	<input type="text"/>
c. Outdoor ventilation air quantities (IMC Table 403.3)	<input type="text"/>
d. Mechanical equipment schedules	<input type="text"/>
e. Return air duct smoke detectors in air systems over 2,000 cfm Per IMC 606.2.1	<input type="text"/>
f. Duct smoke detectors shall activate a visible and audible signal at a normally occupied location and shall be monitored by the FACP and report as a supervisory signal per NFPA 72 and the IMC Shut down to occur in 30 seconds or less	<input type="text"/>
g. Duct smoke detectors require a remote LED indicator thru the ceiling level. NFPA 72 3-8.4.2.2 and 2-10.5.8	<input type="text"/>
h. General parameters for allowable unit weights for new roof mounted equipment and/or framed openings Note: must be coordinated with structural submittal	<input type="text"/>

Westcor San Tan Village, Tenant Plan Review Submittal Checklist

Plumbing Plans

- a. Plumbing floor plan

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- b. Waste and vent piping schematic /pipe sizes/fixture loading and cleanout locations (per 1994 UPC 707).

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- c. Water piping schematic/pipe sizes/calculations

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- d. Gas piping schematic; use 1000 Btu per cubic foot for conversion

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- e. Indicate location and type of all backflow prevention devices
Note: Backflow devices may not be located above ceilings or otherwise concealed

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- f. T&P to exterior or an approved location. 1994 UPC 608.5

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- g. Provide an expansion tank for water heater. 1994 UPC 608.3

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- h. Condensate disposal per UPC 807.2

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- i. Trap primers at floor drains subject to infrequent use
See amended 1994 UPC section 1007.

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- j. Exterior combustion air provisions for all gas water heaters show location on plans, 1994 UPC section 507 amended.

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- k. Grease trap/interceptor sizing criteria. 1994 UPC 1011 & 1012
Contact Town of Gilbert Wastewater Pretreatment Coordinator at 480-503-6400 for sizing and permissible applications

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- l. Plumbing fixture schedule and water/wastewater fixture unit demand table

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- m. Plumbing system details (water heater, grease traps, etc.)

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- n. Silver recovery systems for film developing/processing

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- o. Provide hair traps for hair salon sinks

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- p. Provide plaster trap for dentist office uses.

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- q. Medical gas systems shall be per 1994 UPC Appendix F as amended. Complete and submit Special Inspection form with submittal

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- r. Med gas rooms to comply with IFC 2003- Chapter 30, section 3006.2 thru 2.2 and NFPA 99

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C. Electrical Requirements

Provide the following information on the plans as they apply to your submittal:

Electrical Plans

- a. Electrical lighting/power plans
- b. Exit signs/egress illumination per IBC 1011 & 1006.2 coordinate with architectural plans
- c. Panel schedules
- d. Electrical one line diagram (with conduit/conductor sizing)
- e. Electrical load calculations for the suite and aggregate load calculations for the service entrance section
- f. Lighting loads must be calculated as continuous use, 125% of load. Identify other continuous load applications and calculate at 125%
- g. Panel access 36" deep & 30" wide per 110-26
- h. Feeder size per Table 310-16
- i. Ground size per Table 250-122
- j. Provide grounding conductor for all circuits, NEC 250-118 amended
- k. Bond and grounding electrode conductor per NEC 250-66
- l. Receptacles within 6 ft. of a sink, wash basin, tub, or shower shall have ground-fault circuit-interrupter protection. NEC 210-8 Amended
- m. Provide lock-on devices for added fire alarm components, 110VAC duct detectors and hood extinguishing systems.

✓ **Location on Plans**
Sheet #, Detail #, etc.

D. Fire Sprinkler and Fire Alarm Requirements

Provide the following information on the plans as they apply to your submittal:

Fire Sprinkler Plans

- a. Fire sprinkler plans included with first plan submittal.
- b. Fire sprinkler design criteria, hazard/densities provided.
- c. Hydraulic calculations on full-size plan sheets.
- d. Indicate the location of the fire alarm or fire monitor system occupant notification device(s) (horn/ strobe)

Fire Alarm Plans

- a. Fire alarm plans included with first submittal.
- b. Minimum of one horn strobe in each suite near front door- areas of suite physically separated by walls and/or doors should be provided with notification devices. (except bathrooms)
- c. Kitchens will need one horn strobe as "normally occupied location"
- d. Announcement over a PA system will not be accepted.
- e. One pull station per suite- at rear door in 2 exit suite.

Attention to Tenants and Designers

1. Fire sprinkler plans must be submitted with tenant improvement plans. This is not a deferred item.
 - a. See IBC 907 for construction documents requirements. Less than 20 heads - accepted with licensed fire sprinkler contractor design, more than 20 heads requires engineer sealed plans.
2. Fire alarm plans must be submitted with tenant improvement plans. This is not a deferred item.