

Administrative Review Minimum Submittal Requirements and Checklist

Commercial Tenant Improvements



Senate Bill 1598 (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Important notice: Incomplete plans will not be accepted for substantive review.

The Building and the Planning/Engineer Construction Document Plan Sets with the Additional Supporting Information shall be Separated into Separate Submittal Packets and Stapled prior to Logging in at the One Stop Shop.

Submittal Requirements:

Provided Not provided

☐ ☐ 1 copy Completed Permit Application – entitled: "Permit Application"
<http://www.scottsdaleaz.gov/AssetFactory.aspx?did=59297>

Building Construction Document Plan Set and Additional Supporting Information

Provided Not provided

☐ ☐ 4 copies **Complete sealed set of plans which include:**
 Sheet index
 Architect/Engineer seal on every sheet, signed, dated, and date of expiration

Site Plan:

☐ ☐ Building address and suite number
☐ ☐ Current zoning
☐ ☐ Property owner's name and address
☐ ☐ Parking analysis/calculations
☐ ☐ City of Scottsdale tenant improvement notes

Architectural:

☐ ☐ Occupancy group and occupancy load
☐ ☐ Construction type
☐ ☐ Fire sprinkler & alarm data
☐ ☐ Existing use & occupancy
☐ ☐ Existing floor plan/demo
☐ ☐ Floor plan, reflected ceiling plan, details

Mechanical/Plumbing:

☐ ☐ Mechanical plan and equipment schedules
☐ ☐ Plumbing plan
☐ ☐ COMcheck, or equivalent IECC energy compliance documentation

Electrical:

☐ ☐ Lighting and power plan
☐ ☐ COMcheck, or equivalent IECC energy compliance documentation

Structural (if applicable):

☐ ☐ Structural plans and details
☐ ☐ One copy of structural calculations sealed by engineer of record
☐ ☐ Structural special inspection certificate

Per the requirements of Senate Bill 1598, this permit application is:

- ☐ Accepted as Administratively Complete.
☐ Deficient, items marked "NOT PROVIDED" are required for plan acceptance.

 Date

 Staff Member

Contact staff for questions regarding the Administrative Log-In Review Screening.

Customer Signature: _____

Print Customer Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information, visit our website at <http://www.scottsdaleaz.gov/planning-development/forms>

Planning & Development Services Department

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