



City of Cottonwood
COMMUNITY DEVELOPMENT
Building Division
111 N. Main St. • Cottonwood, AZ. 86326
(928) 634-5505 • Fax: (928) 639-4254
Tenant Improvement Checklist

The following Building Codes are in effect:

- 2017 NFPA 70 (NEC)
 - 2018 International Mechanical Code (IMC)
 - 2018 International Fire Code (IFC)
 - 2018 International Plumbing Code (IPC)
 - 2018 International Fuel Gas Code (IFGC)
 - 2017 ICC/ANSI A117.1
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What is a Tenant Improvement Permit?

A tenant improvement permit is a permit that is required for completing, remodeling, or altering a space within an existing building. This may also include a change of use. A change of use from one occupancy group (*see below*) to another may require the entire building or portion of the building under permit to comply with all current code requirements.

Address & Suite Number

To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for that purpose. Such application shall include street address or similar description such as suite number.

instruction how to locate the job site.

Site Plan/Parking Plan

A site plan must clearly depict the building in relationship to all property lines. All parking should be shown on the site plan. Any existing wheelchair accessible parking

Scope of Work

A scope of work is a written description identifying and describing all work to be covered by the permit for which application is received.

Occupancy Classification & Change of Use

Every building must have its use classified into the occupancy group it most closely resembles in the 2018 IBC. Any change of use or character of a building must comply with the type of construction. EXAMPLE: A dwelling unit (Group R Division 3 Occupancy) converted to an office (Group B Occupancy) would be required to comply with current applicable codes for a Group B

Business Description

A detailed description of what the business is, what are the plans for the space of the Tenant Improvement.

Type of Construction

The five various types of construction outlined in the 2018 IBC represent varying degrees of public safety and resistance to fire. Certain occupancies will not be allowed in the less restrictive types of construction.

Valuation

The valuation is the total value of all work for which the permit is issued, including electrical, plumbing, mechanical, fire-protection systems, finish work, elevators and any other permanent equipment. This value will be used for computing permit fees.

Contractor

A copy of the contractor's current registration is required, in addition to a city business license.

Square Footage/Occupant Load

The square footage of all areas must be shown to determine the occupant load, which will determine the exiting requirements for the building or space.

Vicinity Map

Provide directions to site by use of map or written

Fire Sprinklers

May be required if not already in place, or existing sprinklers may need to be modified for new use. A permit will be required for new or modified systems, with a review from the City of Cottonwood Fire Department.

Food Service

Depending on menu, a Type I range hood with fire-suppression will be required (for grease laden vapors). Indirect wastes and grease traps/interceptors will be required for food and beverage equipment, etc. A floor plan and plumbing plan will be required. The plans will be reviewed by the building, fire and local health department for compliance.

Architect/Engineer

State regulations require professional design and construction drawings for any structure exceeding 3,000 square feet or having an occupant load of more than 20, and require professional engineering for services greater than 600 amps, single phase or 225 amp, 120/208 volts, three phase. Depending on the scope and complexity of the work, the building official has the authority to request stamped plans on smaller projects as deemed necessary.

Floor Plan

The floor plan shall show existing conditions as well as the changes you intend to make. Show existing walls that are to remain, existing walls to be removed, and new walls. Label all spaces by their intended use. Give stair rise and run & ramp slopes. Show rated corridors, exit signs and emergency lighting. Include window, door and hardware schedules. Show barrier-free accessibility (see below).

Barrier-Free Compliance

A change of use will be subject to the requirements of Accessibility. No alteration shall reduce accessibility of the facility. When the alteration is to an area of primary function, the area shall be made accessible to the maximum extent feasible. When required, additional toilet facilities must conform to current requirements.

Framing Plan

Provide a cross sectional drawing showing new walls, floors and ceilings and connections between new and existing building elements.

Ceiling Plan

Provide ceiling construction details on a scaled drawing. If a suspended ceiling is proposed, provide details showing compliance with 2018 IBC.

Electrical Plan

Exit illumination and signage must be shown on an electrical plan or the floor plan. The exit paths are required to be illuminated the entire time the building is occupied. Additionally, illuminated exit signs are required when more than one exit is necessary due to

Plumbing Plan

For larger projects and for projects including food services, plumbing plans will be required. Typically this means plans and isometrics for DWV and potable water systems, including pipe sizing. Provide a fixture schedule and show all fixtures on the floor plan.

CROSS-CONNECTION: Means of cross-connection control to be determined by city.

GREASE TRAP/INTERCEPTOR: Sized in accordance with usage (commercial kitchens).

Mechanical Plan

Plans are not typically required for minor alterations to heating duct systems. Plans and specifications will be required for kitchen hoods and equipment and most larger projects.

Sewer Connection Analysis

Provide proof that a Cottonwood Public Works Department (928.634.8033) Sewer Connection Analysis has been completed and turned in.

Planning Review

Zoning designation, landscape changes, and use of property. Scope of exterior work may require Planning & Zoning approval.

Yavapai County Health District

Approval from or proof that application has been submitted to Yavapai County Health District. (928.337.5285)

Tenant Improvement Permits expire 180 days after the date of issuance, unless the permitted work has commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Tenant Improvement Submittal Checklist

- 2018 International Building Code (IBC)
- 2018 International Mechanical Code (IMC)
- 2018 International Fire Code (IFC)
- 2018 International Plumbing Code (IPC)
- 2018 International Fuel Gas Code (IFGC)
- 2017 ICC/ANSI A117.1
- 2017 NFPA 70 (NEC)

Applicant:

Permit #:

Date:

BUILDING DIVISION

TWO COMPLETE PLAN SETS		YES	NO	N/A
1	CODE REVIEW BOARD INFO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	COVER SHEET (Sheet size, pick one, 18'x24', or 24"x36" ONLY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address & Suite Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Business Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Valuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vicinity Map (<i>directions to site</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan/Parking Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Occupancy Classification (<i>change of use?</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Square Footage/Occupant Load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fire Sprinklers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Food Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Architect/Engineer stamped & signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans legible, dimensioned and to scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	FLOOR PLAN (identify all areas, permanent fixtures i.e. things attached to floor or walls; existing plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	BARRIER-FREE COMPLIANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	FRAMING PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	CEILING PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	ELECTRICAL PLAN (existing signage & illumination)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	PLUMBING PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	CROSS-CONNECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grease Trap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	MECHANICAL PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HVAC System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exhaust Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLANNING, ENGINEERING, FIRE AND HEALTH DEPARTMENT

1	PLANNING REVIEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Zoning Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use of Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scope of Exterior Work (may require P&Z commission approval)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Landscaping (any and all changes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2	ENGINEERING DEPARTMENT REVIEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flood Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	FIRE DEPARTMENT REVIEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	HEALTH DEPARTMENT REVIEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Approval letter from Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>