



City of Tucson, Planning and Development Services Commercial Submittal Requirements / Checklist

To facilitate the timeliness of the plan review process, this checklist has been provided for the convenience of our customers. Please utilize this information to prepare your submittal package and include a completed copy of this form with your application. The submittal of complete and accurate plan sets will generally lead to fewer delays and staff requests for revision. Only submittals found to be complete will be accepted into the building review process. Incomplete submittals will be returned to the applicant.

Currently Adopted Building Codes:

- **2018 International Building Code (IBC)**
- **2018 International Existing Building Code (IEBC)**
- **2009 ICC A117.1 Accessibility Code (by reference)**
- **2018 International Mechanical Code (IMC)**
- **2018 International Plumbing Code (IPC)**
- **2017 National Electrical Code (NEC)**
- **2018 International Fire Code (IFC)**
- **2018 International Fuel Gas (IFGC)**
- **2018 International Energy Conservation Code (IECC)**
- **City of Tucson/Pima County Outdoor Lighting Code**
- **Local Amendments to Above Codes (www.tucsonaz.gov/pdsd/building-codes)**

Review Type

- Application Intended for Over the Counter Review**
Applicant intends to walk plans through commercial review counter hours. Please note that reviewers may require plans be submitted if deemed too complex for over the counter service.
- Application Intended for Submitted Review**
Applicant intends to submit plan set for review. Up to (20) Twenty business days 1st submittal
- Application Intended for Third Party Review**
PDS D approval required for third party service. Include a copy of the completed Professional Service Agreement with a City of Tucson approved plan review agency.

Prerequisites to Commercial Submittal:

- Associated PDS D Development Package (if applicable)**
Development Package plans must have been previously approved or are currently submitted and in the review process. Building permits cannot be completed before approval of the associated Development Package.
- City of Tucson Right of Way**
City of Tucson Transportation Department, Right of Way, has been consulted prior to this submission
- Tucson Water**
City of Tucson Water Department has been consulted prior to this submission
- Pima County Wastewater**
Pima County Wastewater has been consulted prior to this submission

Submittal Package to Include:

- Completed Building Permit application ([PERMIT APPLICATION](#))**
A completed application must be submitted for each building

- Completed and signed copy of this checklist.**
Pages one and two of this document
- Construction valuation of submitted project: \$ _____**
This applies to tenant improvements, commercial alterations, and any non-new construction.
- Contractor Identification Letter**
Provide a letter from the project contractor indicating they are the contractor of record, the contractor's R.O.C. number and identifying the specific project name and address.
- Contractor Bond Exception Certificate**
If construction valuation exceeds \$50,000 dollars, a contractors bond exemption certificate must be provided by the State of Arizona Department of Revenue.
- Complete set of Plans**
In accordance with SECTION 107 of the 2018 IBC and the PDSB Building Plan Requirements, a complete set of fully dimensioned plans demonstrating the full scope of work shall be provided. All plans must be sealed and signed by an Architect or Engineer registered in the State of Arizona.
- Complete Set of Structural Calculations**
Calculations must be sealed by the registered design professional
- Complete Set of Geotechnical Reports (if applicable)**
Calculations must be sealed by the registered design professional
- Complete Set of Heating/Cooling Load Calculations (if applicable)**
Calculations must be sealed by the registered design professional
- Copies of Energy Compliance Certificates (COMcheck)**
To include Envelope, Mechanical and Interior Lighting.
- Copy of Project Specifications**
- Reference to Approved Shell Plans**
For 1st Tenant Improvement, shell permit number shall be referenced in plan set
- Copy of Electrical Load Calculations**
- Be aware other requirements may be required based on situation and scope of work.**
- 3RD PARTY PLAN REVIEW SUBMITTALS, RESUBMITTALS, and REVISIONS, MUST BE SUBMITTED THROUGH THE PDSB FILEDROP:**
<https://www.tucsonaz.gov/file-upload-pdsb>

Electronic Drawing Standards for Submitted Plans:

- All Documents shall be in PDF format, with a graphic scale, and rotated so pages read upright.
- Verify you have unlocked and flattened all the drawings and reports.
- Sheet title block sizes **and locations** shall remain constant on each page of the plan set.
- Reserve the same location, minimum size of 3"x 5", on all plan sheets for City stamps.
- Files should only be saved in black and white.
- Documents, drawings, and reports must be submitted as a separate PDF for each document type, i.e. plans, calculations, specifications, application, etc.
- Submittals shall comply with naming conventions as provided on the PDSB Filedrop site: <https://www.tucsonaz.gov/file-upload-pdsb>

By signing below, I certify that all construction drawings and documents are complete and in accordance with the submission requirements detailed above.

Applicant Signature: _____ Date: _____

Title & Organization: _____

Building Plan Requirements:

General Requirements:

- **Cover Sheets**

General Project information including address, location map and square footage. A complete Code Analysis should also be present detailing the type of construction, occupancy classification(s), occupancy loads, exiting requirements, fire sprinklers and fire alarms. Cover sheet must include a legend of symbols and abbreviations used throughout the plan set.

Architectural Requirements:

- **Site Plan**

A fully dimensioned site plan (not an aerial photograph) shall show project address including suite numbers and legal description. All easements with dimensions, lot area, north arrow, and scale. Location of all property lines, structure to property line setback dimensions (existing and proposed), proposed and existing utility meters, public sewer connections, sump pumps, back flow devices, and fire hydrant locations. Please provide street names for all adjacent streets, a fully dimensioned parking plan including tabulation of existing, proposed and required parking spaces. Locations of all buildings/structures on adjacent property within 10 feet of property line, including location and dimensions of all walkways and driveways related to ADA considerations. Submitted plans must be in compliance with the approved entitlements for the project and any conditions of approval.

- **Floor Plan**

A fully dimensioned floor plan including room and/or suite numbers, showing all walls, structural elements, proposed fire resistant construction including details, and a complete and clear means of egress plan for each floor.

- **Roof & Ceiling Plans**

Show all elements, assemblies, draft stops, separations, and related information.

- **Exterior Elevations**

Fully dimensioned and labeled, indicating finished floor elevations, building heights, existing and proposed grades. Multiple buildings must be clearly distinguishable.

- **Building and Wall Sections**

Include all heights, materials of construction, non-related and fire-rated assemblies, and fire rated penetrations.

- **Architectural Details**

Include building sections, wall sections, waterproofing, fire proofing, weather proofing, door and window information, finishes, and accessibility requirements.

- **Project Specifications**

If not included in Plan Set

Electrical Requirements:

- **Electrical Plans**

Fully dimensioned floor plan showing location and assigned circuit numbers of all outlets, luminaires, switches, appliances, panels, motors, disconnects, electrical and HVAC equipment. All home runs should indicate panel name or number. A Registered Electrical Engineer is required when electrical designs exceed 400 amps, and where the available fault current at any new piece of equipment exceeds 22,000 amps, or for hazardous locations, hospitals or buildings with operating rooms.

- **One Line Diagram**

Include voltage and phase, Panel and/or transformer size, Feeder loads, rating breakers or fuses including A.I.C., Complete fault current analysis and total tenant and building service load

- **Panel Schedule**
Include panel numbers, voltage, phasing, location, bus size, circuit number, breaker sizing, number of poles, A.I.C rating, number of lights and/or receptacles by circuit, total KVA load.
- **Fixture and Equipment Schedule**
Include fixture by letter or symbol, number and wattage of lamps and total watts of fixture including ballast, type of lamp, type of mounting
- **Lighting and Outdoor Lighting Code**
Compliance with the 2018 IECC for lightning and PC/COT Outdoor lightning code to include light budget calculations and considerations

Mechanical Requirements:

- **Mechanical Floor Plans**
Fully dimensioned mechanical plans showing duct layouts, inlet and outlet sizes, equipment locations, fire and smoke dampers.
- **Equipment Schedules**
To include all equipment, listed and sized.
- **Ventilation Calculations**
Provide calculations according to 2018 IMC
- **Energy Code Calculations**
Provide calculations (COMcheck) according to 2018 IECC.

Plumbing Requirements:

- **Plumbing Plans**
Fully dimensioned plumbing plan showing riser diagrams for water, waste water and vent piping. Show all points of connection to water and sewer lines.
- **Plumbing Fixture Schedule**
Including fixture count and description for water and waste
- **Gas Plan and Gas Calculation**
Including individual and total developed pipe lengths, pipe sizes, and loads.
- **Site Utility Plan**
Including up and downstream manhole rim and invert elevations, first floor elevation, building sewer and water service line sizes, proposed location of connection to the public sewer, location and size of the water meter, and the size/location of the reduced pressure back flow prevention assembly (if present), Water pressure and pipe sizing calculations.

Structural Requirements:

- **Foundation Plans**
Complete foundation plan that incorporates the foundation system as recommended in the soils report.
- **Structural General Notes**
Include materials, methods, and special inspection requirements.
- **Lateral Bracing**
Design and associated details
- **Floor & Roof Framing Plans**
Show all layout, section and detail references.
- **Structural Details**
Show typical and specific details.
- **Deferred Submittals**
Joist, truss, building frame, etc.
- **Complete Set of Structural Calculations**
Calculations must be sealed by the registered design professional

Steps to Submit an Application Electronically:

- 1) Upload application, plan set, and any applicable documents to the [PDS D Filedrop](#).
- 2) Once the application has been submitted via the PDS D Filedrop, allow up to five working days to determine if the application is complete, to receive notice if your application will be accepted or if revisions are required, and the applicable fee.
- 3) The fee is due when the application is ready to be accepted. Applicants submit payment through the [online payment portal](#) (the blue button at the top of the PDS D website). Please allow 72 hours to process payment.

Benefits of Electronic Application Submittals:

- Save money and the environment:
 - Electronic submittals save the need for reproductions of paper copies, so customers save printing costs and natural resources.
- Save time:
 - Electronic submittals are available to view online faster because paper documents need to be scanned before available via [Property Research Online](#) (PRO).
 - Electronic submittals give multiple staff the ability to review and provide comments on a plan set at the same time.

Questions? Contact staff: Juan Garcia at Juan.Garcia@tucsonaz.gov