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CITY OF TUCSON PLANNING AND DEVELOPMENT SERVICES

## Commercial Submittal Requirements

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**Description: Minimum Requirements for Submittal Acceptance for Plan Review**

**Application: Building Permit Application**

**Required Approvals: Structural, Zoning, and Engineering**

**Review Time: Up to 20 Business Days – 1st submittal**

**Permit Fees: Plan check fees are due when plans are submitted.**

**Special Requirements: Arizona registered Architect or Engineer must seal all plans**

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*Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents can be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. Section 106.1 .1 IBC 2006*

### **FAQ: COMMERCIAL SUBMITTAL PROCESS**

#### **Can plans be reviewed over the counter?**

PDSD offers over the counter review Monday through Friday from 8:00 a.m. to 9:30 a.m. However, there are limitations on what can be reviewed. Typically, if a review can be completed in 15 minutes or less for each discipline, it may qualify for an over the counter review. Please be advised new building structures, build outs on a shell, restaurants, classified/hazardous locations, and plans with structural calculations are not eligible and must be submitted.

#### **How long is the review time for submitted plans?**

Up to (20) Twenty business days 1st submittal.

#### **Can plans be expedited?**

PDSD offers expedited reviews by request only through the Building Official. Approval is based on current workload.

#### **Can plans be mailed to development services for review?**

No. In order to submit plans or have plans reviewed over the counter, someone responsible for the plans must be present. There are many permit-expediting companies that may be able to help if you are unable to submit plans in person.

**Can I get a plan check fee before I come down to submit my plans?**

No. PDS&D can provide an estimate of how much the plan check fees may be, however we cannot guarantee the actual fees until you arrive and submit your plans through the process.

**What building codes does the City of Tucson currently use?**

The following is the currently adopted building codes in effect for the City of Tucson.

- 2012 International Building Code (IBC)
- 2012 International Existing Building Code (IEBC)
- 2009 ICC/ANSI A117.1 Accessibility Code (ANSI-117)
- 2012 International Mechanical Code (IMC)
- 2012 International Plumbing Code (IPC)
- 2011 National Electric Code (NEC)
- 2012 International Fire Code (IFC)
- 2012 International Fuel Gas Code (IFGC)
- 2012 International Energy Conservation Code (IECC)
- Tucson Outdoor Lighting Code

**GENERAL REQUIREMENTS**

*Please be aware other requirements may be required based on situation and scope of work.*

A minimum of two (2) complete sets of plans shall be submitted. Partially completed plans will not be accepted. All plans and applications shall include an accurate description of the entire scope of work.

One (1) copy of approved shell drawings is required if the scope of work is a build out of a shell building. You will not receive an okay to submit, if you do not have the approved shell building drawings as part of your submittal.

Plans must be legible, fully dimensioned and drawn to scale with a minimum text size of 3/32" uppercase or lowercase. This is often an overlooked requirement, however you may be asked to enlarge text size prior to submitting plans.

Planning and Development Services will need the cost of construction valuation for the project being submitted. Exceptions would include projects that may need its own permit such as new construction, shell build outs, retaining walls over (4) feet in height (measured from bottom of footing to top of wall), walls and/or fences over (6) feet in height. Planning and Development services will calculate project valuation based on square footage, construction type, and occupancy group.

All plans must be sealed and signed by an Architect or Engineer registered in the State of Arizona. 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.

You will need to provide special inspection certificate forms before issuance of permits when the design professional or plan reviewer requires such inspections. Special Inspections are required where monitoring of the materials and workmanship is critical to the integrity of the building structure as stated in the current International Building Code.

If you are in need of finding a special inspection company that is approved in the City of Tucson, please visit the Oro Valley Website for the special inspection list.

## **STRUCTURAL & BUILDING PLAN REQUIREMENTS**

1. One (1) code review checklist shall be completed and signed by the registered design professional of record. This form is available online.
2. One (1) soils report is required when applicable.
3. Two (2) copies of structural calculations shall be provided when applicable to address both vertical and lateral forces, and shall be stamped and signed by a licensed engineer or architect in the State of Arizona.
4. Site plan. A fully dimensioned site plan 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
  - 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
5. Floor plan & details. Please provide a fully scaled and dimensioned floor plan:
  - Indicate all floor levels
  - Indicate use of all rooms existing and proposed and their corresponding occupant load
  - Show all doors and windows and cross-reference to the door & window schedule
  - When required provide fully dimensioned enlarged floor plans and interior elevations for all restrooms to show accessibility compliance with ANSI A117.1
  - Indicate the location and travel direction of all stairways
  - Where fire resistant construction is proposed, please show all fire resistive construction components of the building such as separation walls, rated shafts, area separation walls, rated corridors, horizontal exits, and other rated means of egress systems
  - Provide a complete and clear means of egress plan for every floor. Identify continuous, unobstructed, path of exit travel from the most remotely occupied point of the floor plan to a public way. Plans shall show all of the elements of means of egress.
6. Foundation plan
  - Provide a fully dimensioned foundation plan that incorporates the foundation system as recommended in the soils report
  - Provide location and complete details of all proposed site retaining walls

7. Framing plan
  - Show the material, size and location of all framing members, including headers, beams, girders, floor joists and or trusses
  - Identify posts and columns on the plans by size, type, location and spacing
  - Show direction of all framing members including span and spacing
  - Specify type and thickness of plywood floor and roof diaphragms
8. Elevation plan
  - All elevation drawings shall be fully dimensioned and labeled accordingly
  - Indicate all finished floor elevations, building heights, existing and proposed grades
  - If more than one building is located on site, label each building elevation to distinguish one from the other
  - Show and label all exterior details and location of windows, doors, and any other architectural features
9. Roof plan
  - Required for all new construction or any modification to the existing roof
  - Show and label spot elevations for all roof peaks, ridges, and low points
  - Show all hips, valleys and ridges, drains and overflow drains

#### **MECHANICAL PLAN REQUIREMENTS**

1. Mechanical floor plan showing all equipment listed and sized
2. Provide duct schematic supply and return, including balancing data, duct sizes, and inlet/outlet sizes
3. Provide ventilation calculations
4. Provide energy code calculations

#### **PLUMBING PLAN REQUIREMENTS**

1. Plumbing floor plan showing riser diagrams for water, waste and vent piping
2. Site utility plan
  - Up & 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 and location of the reduced pressure back flow prevention assembly (if present)
  - Fixture count and description for water and waste
  - Water pressure and pipe sizing calculations
  - Gas plan showing Individual and total developed pipe lengths, pipe sizes, and loads

## **ELECTRICAL PLAN REQUIREMENTS**

1. Electrical floor plan
  - Location of all outlets, fixtures, switches, appliances, panels, motors, disconnects, electrical equipment and service
  - Assign circuit to each receptacle, light, appliance, meter, disconnect, electrical equipment and indicate panel number on all home runs
2. Complete single line diagram of service for tenant & building
  - Voltage and phase
  - Panel and/or transformer size
  - Feeder loads
  - Rating breakers or fuses including A.I.C.
  - Complete fault current analysis
  - Total tenant and building service load
3. Provide complete panel schedules
  - Panel #, voltage, phase, location & withstand rating
  - Bus size, main
  - Circuit number
  - Breaker size, # of poles, & A.I.C. rating
  - # of lights, receptacles, or misc. each circuit by phase
  - Load in watts, each circuit by phase
  - Total connected load each phase (balance all phases to within 15%)
  - Add 25% for continuous load (lights, etc.) and largest motor
  - Total KVA load
4. Fixture schedule and fixture cut sheets
  - Fixture by letter or symbol
  - Number and wattage of lamps & total watts of fixture including ballast
  - Type of lamp (incandescent, fluorescent, etc.)
  - Type of mounting (flush, surface, etc.)
5. 2012 IECC light budget calculations and luminaries switching
6. Show full compliance with the Tucson Outdoor Lighting Code

### **ZONING**

### **ENGINEERING**

### **FIRE/SAFETY**

### **PIMA COUNTY WASTEWATER**

### **PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)**

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### **CONTACT US MONDAY THROUGH FRIDAY, 8:00 A.M. TO 4:00 P.M.**

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