



Shaping a new tomorrow, today.

TENANT IMPROVEMENT CHECKLIST

REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

ALL PLANS SHALL BE COMPLETE AND FULLY ASSEMBLED

All pages must be sealed by a Registered Architect or Engineer licensed by the State of Arizona

In order to provide excellent service to the Town of Gilbert’s customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Beginning January 1, 2020 all new plans must be submitted electronically.

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Detailed narrative on separate 8.5x11 (not part of plans).
Provide description of the general use of business or facility and precise use of all rooms and areas | <input type="checkbox"/> |
| <input type="checkbox"/> Construction documents must include (but not be limited to) the following:
<u>Site Plan</u> with business name, location of nearest handicap accessible parking and access, name of adjacent tenants
<u>Floor Plan</u> both existing and proposed, including provisions to meet handicapped accessibility requirements
<u>Electrical, Plumbing, and Mechanical plans</u>
<u>Code Analysis</u> List applicable codes, building construction type & area, occupancy type & load, number of exits
<u>Details or Sections</u> for the addition or deletion of any doors/windows/walls (<i>Structural calculations as needed</i>)
General notes, Contact information for all design professionals and owners, square footage of improvement | <input type="checkbox"/> |
| <input type="checkbox"/> Separate suite number/addressing site plan drawn to scale, showing the entire building footprint for each floor level including suite frontage dimensions, main entrances, location of adjacent suites, and showing all exterior doors | <input type="checkbox"/> |
| <input type="checkbox"/> Fire Dept Preplan must include; Architectural site plan, building floor plans, and roof plan
(link for specific requirements) | <input type="checkbox"/> |
| <input type="checkbox"/> Structural Calculations___ Soils Reports___ Project Specification sheets___ | <input type="checkbox"/> |
| <input type="checkbox"/> Completed “Business Operation and Storage Disclosure” form | <input type="checkbox"/> |
| <input type="checkbox"/> Completed “Hazardous Materials Inventory” form | <input type="checkbox"/> |
| <input type="checkbox"/> All applicable Material Safety Data Sheets (MSDS/SDS) | <input type="checkbox"/> |
| <input type="checkbox"/> “Certificate of Special Inspection” form (as applicable) | <input type="checkbox"/> |
| <input type="checkbox"/> Design Review Board approval number DR-_____ - _____ (IF APPLICABLE) | <input type="checkbox"/> |
| <input type="checkbox"/> Fire Sprinkler or Fire Alarm plans (per Fire Protection checklist). Fire plans will not be deferred for TI’s 2000 sq. ft. or less. | <input type="checkbox"/> |

The Town of Gilbert is currently enforcing the 2018 I-Codes, 2017 NEC, and 2010 ADA Standards, with Town Amendments.

Revised 2/2024

Admin Review by _____