



Community Development Department
Development Services Division
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

TENANT IMPROVEMENT

APPLICATION PACKET

SUBMITTAL FORMS INDEX	
Tenant Improvement Submittal Requirements	110
Agency Contact Information	200
Permit Application	201
Contractor/Contact Supplemental Form	202
Permit Fee Quote Request Form	300
Special Inspection Agreement and Instructions	600
Special Inspection Certificate and Instructions	601
Bonding Requirements for Contractors	700
Medical Gas Guidelines	799
Tenant Improvement Certificate of Occupancy Guidelines	901
Owner Improvement-Repair Affidavit	
Contractor Architect Civil Engineer Improvement-Repair Affidavit	
Substantial Improvement Determination	

APPLICATIONS MUST BE COMPLETED ENTIRELY AT TIME OF SUBMITTAL. REFER TO THE CHECKLIST BELOW TO ENSURE ALL DETAILS ARE INCLUDED FOR EACH APPLICATION.

1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent. The application shall be submitted along with the site plans, building plans and specifications.

- Project Description: specify the scope of work being done.

**NOTE: If hazardous materials are being used, a HMIS (Hazardous Materials Identification System) storage and manufacturing operations with quantities must be provided.*

- Project Location: State the actual address of the project and the current Assessor's Parcel Number.

2. Completed Contractor/Contact Supplemental form *REQUIRED*

- Applicants must provide the primary contact information for the project.

**NOTE: A City of Surprise business license is required to issue all permits. If applying, please allow two weeks to obtain a license. Some uses may require additional time for outside agency review Contact the Finance Department for licensing requirements at 623-222-1856.*

3. Construction Plans: All 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 the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

- All work shall comply with the following adopted codes and ordinances, as amended:

2012 International Building Code	2012 International Fire Code
2012 International Mechanical Code	2012 International Plumbing Code
2012 International Fuel Gas Code	2011 National Electrical Code
2012 International Energy Conservation Code	
Ordinance 14-04A (Local Code Amendments)	

- **Two complete sets of plans** (24"x36") drawn to scale prepared by an Arizona registered design professional.

a. Cover Sheet

- Address of the project, including the suite number, building number, and floor number if applicable.

Cover Sheet (continued)

- Provide a building information block containing:
 - Use/Occupancy
 - Occupant load(s)
 - Type of construction
 - Square footage of tenant space
 - Fire sprinklers (Y/N)
 - Fire alarms (Y/N)
 - Number of required exits
 - Exits provided
 - Number of floors/Area per floor
- Provide a code summary, referencing adopted codes and addressing area calculations and construction type for each use (separated and non-separated), incidental use area and accessory use area.
- Provide an analysis for area and/or height increases.

b. Site Plan

c. Floor Plan (scale 1/8" minimum)

- Show a complete floor layout including all fixed equipment.
- Provide a wall schedule to identify walls to be demolished, new/existing, bearing/non-bearing, fire walls/barriers/partitions, shafts, vertical exit closures and different height walls.
- Identify and dimension the following:
 - Rooms/areas
 - Windows and doors
 - Door hardware
 - Fixture and equipment locations
 - Permanent racks/counters/fixed furnishings
- Include an exiting plan to identify means of egress, exit criteria and accessible routes from all areas, including aggregate occupant loads and exit widths.
- Provide a complete and detailed interior ADA accessibility plan.

d. Roof Plan (scale 1/8" minimum) **if applicable*

- Indicate roof materials, slopes, and drainage.
- Show roof drains and scupper locations with details, as well as parapets, roof mounted equipment access and working clearances.

e. Reflected Ceiling Plan (scale 1/8" minimum)

- Show ceiling type
- Show installation
- Show location of fire sprinklers, fire alarms, and exiting sign.

f. Elevations (scale 1/8" minimum) **if applicable*

- Provide details indicating exterior finishes, roof pitches and building heights per approved plans.

g. Building Sections/Details (scale 1/8" minimum)

- Indicate structural system(s), interior/exterior finishes, fire resistive construction and insulation as applicable.
- Indicate how fire resistive integrity will be maintained where penetrations are made for plumbing, mechanical and electrical items.
- Provide details of all site improvement items – walls, monuments, lighting, trash enclosures, shade structures, irrigation system equipment, etc.

h. Structural Plans (scale 1/8" minimum)

- Provide foundation, wall, floor, and roof framing plans.
- Provide connection details.
- Provide structural calculations analyzing all gravity, lateral, & special loads.
- Provide a soils report or engineering assessment.
- For remodels and alterations, provide structural evaluation addressing additional loading on existing roof and trusses.
- Identify all elements of construction which require special inspections per IBC Chapter 17.

i. Plumbing (scale 1/8" minimum)

- Provide a complete floor plan of all plumbing fixtures and installations.
- Provide a plumbing isometric drawing for supply, drain, waste and vent systems to include:
 - Water meter size and fixture unit calculations
 - Length and size of supply and branch piping
 - Water service pressure loss calculations
- Indicate the required access to rooftop or above ceiling equipment.
- Provide a one-line gas isometric drawing to include:
 - Total developed length of pipe from the meter to the furthest appliance
 - Total BTU/CFH demand
 - Total BTU/CFH rating of each appliance
 - State the size, type and length of each pipe section in the system
 - State the IPC table number used to size the pipe

j. Energy Conservation

- IECC 2012 – COM-check <http://energycode.pnl.gov/COMcheckWeb>, or ASHRAE 90.1 – 2004
 - Mechanical and Electrical

k. Mechanical (scale 1/8" minimum)

- Provide a complete mechanical floor plan to include locations, types and sizes of duct work, a/c units, air handlers, diffusers, etc.
 - Include manufacturer's model numbers
- Indicate condensate line locations, materials and terminations.
- Indicate the required access to rooftop or above ceiling equipment.
- Show how you comply with the 2012 IMC Section 403.3 for ventilation and Section 301.2 for system efficiency, controls and component insulation.
- Provide new roof plan showing changes from the existing shell building, if applicable.

l. Electrical Plans (scale 1/8" minimum)

- Indicate locations for services, panel boards, devices, and other energized equipment.
- Specify wiring methods to be used (types of raceways and conductors).
- Provide a one line drawing of the complete electrical system, including bonds and grounds.
- Provide service load calculations.
- Indicate the SES voltage, ampacity, phases and over-current devices
- Provide a lighting floor plan with switching and fixture associations.
- Provide lighting fixture schedule.
- Provide a power floor plan showing receptacles and connected loads
- Provide an exterior lighting plan including fixture types and wattage. Specify conductor and conduit types and sizes
- Provide the name plate rating of all motors, elevators, a/c units and other equipment; including required disconnecting means and fusing.
- Provide a schedule for each main and sub panel showing :
 - Designation of the panel (panel letter, number, name)
 - Rating of main breaker and branch circuit breakers, as applicable
 - AFC (available fault current), fault current calculations and panel AIC rating.
 - Total load calculations.
- Indicate premises identification tagging for disconnect switches and panels.
- Identify any hazardous or classified areas.

m. Fire Sprinkler Plan(s) (scale 1/4" = 1')*

- Provide a complete fire sprinkler design, including:
 - Use, hazard, and commodity classifications
 - Identify special hazards, including hazardous materials or operations and high-piled storage and quantities
 - Indicate all building fire separations and sprinkler zones

Fire Sprinkler Plan (continued)

- Provide building section(s). Indicate ceiling construction and protection of concealed spaces.
- Indicate system density, area of application and in-rack/hose demands, if applicable.

n. Fire Alarm Plan (scale ¼" = 1') sealed by a Fire Protection Engineer, Professional Engineer, NICET III, or NICET IV.*

- Indicate fire alarm equipment and device locations, including:
- Fire alarm systems with full system information (Class "A" addressable).
- Manufacturers' cut sheet information, if adding new devices.
- Single line drawings for a complete system, if adding new devices.
- Fully automatic fire alarm system
- No manual pull stations; except at FACP testing

****Fire Sprinkler and Fire Alarm modifications only. If no changes are proposed to existing systems, cover sheet of building construction plans must include this information under Fire Protection Notes.***

If the proposed TI will use medical gas, a vertical pre construction meeting (VPC) shall be required prior to a building permit being issued. The meeting will be scheduled by Development Services after building plan approval. The meeting will be conducted at City Hall and the duration will be 45 minutes. Attendance is mandatory for the job superintendent and property manager. For additional requirements on medical gas, please refer to page 799.

4. Recorded Deed or Lease Agreement

- The entire document is not required, only the portion which reflects the suite information i.e., address, suite number, and the signature page.

5. Fees

- Administrative processing fee of \$140 will be required at time of submittal and is non-refundable.
- Plan review fees are based on valuation. Refer to <http://www.surpriseaz.gov/DocumentView.aspx?DID=3031> for the most current fee schedule.
- Fax **Form 300** to 623-222-3002 prior to submittal for your fee quote.

6. Asbestos NESHAP

- For all demolition projects, you as the owner/operator are responsible for all phases of asbestos removal, transportation and disposal. For more information, please contact Maricopa County's Asbestos NESHAP at www.maricopa.gov/aq .

7. A floodplain use permit may be required for properties located within a floodplain, prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information. The following forms may be required for construction within a floodplain.

- Contractor Architect Civil Engineer Improvement – Repair Affidavit
- Owner Improvement – Repair Affidavit
- Substantial Improvement Determination

COMMUNITY DEVELOPMENT DEPARTMENT

16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002

AGENCY CONTACT INFORMATION

City of Surprise Departments:

Planning and Zoning Information
(623) 222-3011

Building Inspections
(623) 222-3012

Fire Inspections
(623) 222-3012

Building Safety/Development Services
(623) 222-3000

Code Enforcement
(623) 222-3013

Public Works – Utilities
(623) 222-7000

Public Works – Transportation-Engineering Division
(623) 222-6150

Business License
(623) 222-1856

Miscellaneous Departments:

Registrar of Contractors
(602) 542-1502

Flood Control District of Maricopa County
(602) 506-2419

Blue Stake
(602) 263-1100

Maricopa County Assessor
(602) 506-3406

EPCOR
(800) 383-0834

Maricopa County
Environmental Services
Asbestos Coordinator
(602) 506-6708

State of Arizona
Office of Manufactured Housing
(602) 364-1003

City of El Mirage
Water Services
(623) 933-1228

Maricopa County
Health Dept.
(602) 506-6900



**Community Development Department
Development Services Division**

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Permit/Plan Review Application

Request:

Description of Request: _____

Project Valuation: _____

Property Information:

Property Address (if known): _____

Business Name: _____

Property Location: _____

Parcel Number: _____ Lot Number: _____

Subdivision Name: _____ MCR: _____

Property Owner Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Alternate: _____ E-mail: _____

Check here if proposed construction will be owner/builder
(Residential projects only)

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date

Owner/Agent Signature Date

Internal Use Only	
Received By: _____	Date: _____
Permit Number(s): _____	



Community Development Department
Development Services Division
 16000 N. Civic Center Plaza
 Surprise, AZ 85374
 Ph 623-222-3000
 Fax 623-222-3002
 TTY 623-222-1002

Contractor/Contact Supplemental

General Contractor:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 ROC License Number: _____ Business License Number: _____
 Contact: _____ Title: _____
 Phone: _____ Email: _____
 Project Valuation: _____

Subcontractor(s):

Company Name: _____
 ROC License Number: _____ Business License Number: _____
 Company Name: _____
 ROC License Number: _____ Business License Number: _____
 Company Name: _____
 ROC License Number: _____ Business License Number: _____

Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor per State Law.

Primary Contact:

Company Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Primary Contact: _____ Title: _____
 Phone: _____ Email: _____
 Alternate Contact: _____ Title: _____

Only the primary contact(s) listed above will be notified of permit status.

Internal Use Only	
Received By: _____	Date: _____
Permit Number(s): _____	



Community Development Department
 Development Services Division
 16000 N. Civic Center Plaza
 Surprise, AZ 85374
 Ph 623-222-3000
 Fax 623-222-3002
 TTY 623-222-1002

DEVELOPMENT SERVICES FEE QUOTE REQUEST

The following information (when applicable) must be provided in order to process a fee calculation request:

- Project name
- Assessor Parcel Number
- Project address or major cross streets
- Site acreage (gross)
- Occupancy and construction types with square footage
- Number of stories and square footage of each
- Square footage of canopies / patio covers
- Water meter size, type, and quantity
- Number of buildings and / or units
- Landscape Cost Estimate
- Valuation of project (Labor and materials)

New build Tenant improvement

Are there any structural deferrals proposed? Yes No

If yes, please indicate the type _____

Will this be a Self-Certified Permit? Yes No

Contact Name: _____ Company: _____

Address: _____

Phone _____ E-Mail: _____

Alternate Phone: _____ Fax: _____

Department Use Only	
Date Requested: _____	Received By: _____
Date Completed: _____	Completed By: _____

Special Inspection and Testing Agreement Instructions

Applicants for building permits requiring special inspection per Chapter 17 of the 2012 International Building Code (IBC) must complete the attached agreement form and certificate prior to the issuance of permits.

- The project owner, architect or engineer of record, contractor and special inspector or firm must sign and date the agreement where indicated. Designated special inspectors shall provide evidence of qualifications and should carry approved identification at all times when performing special inspections.
- The owner, the engineer or the architect of record, acting as the owner's agent, shall complete the Special Inspection Certificate form including the required seals and signatures.

Building Permit Number: _____

Project Name/Address: _____

Approval of Special Inspections: Each special inspector shall be approved by the Building Safety Division prior to performing any duties. Each special inspector shall submit his/her qualifications to the Building Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall possess approved identification when performing the function of a special inspector.

Special inspection and testing shall meet the minimum requirements of the 2012 IBC, Chapter 17. The following conditions are also applicable:

A. Duties and Responsibilities of the Special Inspector

1. Observe Work

The special inspector shall observe the work for conformance with the Building Safety Division approved (stamped) design drawings and specifications and applicable workmanship provisions of the IBC. Architect/engineer reviewed shop drawings and/or placement drawings may be used only as an aid to be inspected. Special inspections are to be performed on a continuous basis, meaning that the special inspector is on site in the general area at all times observing the work requiring special inspection. Periodic inspections, if any, must have prior

Community Development Department

16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002

approval by the Building Safety Division based on a separate written plan reviewed and approved by the Building Safety Division and the architect or engineer of record.

2. Report Nonconforming Items

The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the Building Safety Division by telephone or in person, notify the engineer or architect and post a discrepancy notice.

3. Furnish Daily Reports

Each special inspector shall complete and sign both the special inspection record and the daily inspections report form. The records and reports are to remain at the jobsite with the contractor for review by the Building Safety Division's inspector.

4. Furnish Weekly Reports

The special inspector or inspection agency shall furnish weekly reports of tests and inspections directly to the Building Safety Division, project engineer or architect and others as designated. The reports must include the following:

- Description of daily inspections and tests made with applicable locations;
- Listing of all nonconforming items;
- Report on how nonconforming items were resolved or unresolved as applicable; and
- Itemized changes authorized by the architect, engineer and Building Safety Division, if not included in nonconformance items. Proposed changes to the approved plans must be submitted to the Building Safety Division before the work can be covered and must bear an original seal/signature of the architect/engineer of record.

5. Furnish Final Report

The special inspector or inspection agency shall submit a final signed report to the Building Safety Division and the architect/engineer of record noting that all items requiring special inspection and testing were fulfilled, reported and to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders and the applicable workmanship provisions of the IBC. Items not in conformance, unresolved items or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous was required, etc.) shall be specifically itemized in this report.

Community Development Department

16000 N. Civic Center Plaza, Surprise, Arizona 85374 623.222.3000 Fax 623.222.3002 TTY 623.222.1002

B. Contractor Responsibilities

1. Notify the Special Inspector

The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the Building Safety Division approved plan. Adequate notice shall be provided so that the special inspector has time to become familiar with the project.

2. Provide Access to Approved Plans

The contractor is responsible for providing the special inspector access to approved plans at the jobsite.

3. Retain Special Inspection Records

The contractor is also responsible for retaining at the jobsite all special inspection records submitted by the special inspector, and providing these records for review to the Building Safety Division's inspector upon request.

C. Building Safety Division Responsibilities

1. Approve Special Inspection

The Building Safety Division shall approve all special inspectors and special inspection requirements.

2. Monitor Special Inspection

Work requiring special inspection and the performance of special inspectors shall be monitored by the Building Safety Division's inspector. His/her approval must be obtained prior to placement of concrete or other similar activities in addition to that of the special inspector.

3. Issue Certificate of Occupancy

The Building Safety Division may issue a Certificate of Occupancy only after all special inspection reports and the final report have been submitted and accepted.

Acknowledgements

I have read and agree to comply with the terms and conditions of this agreement.

Owner: _____
Printed Name Signature

Contractor: _____
Printed Name Signature

Special Inspector or Inspection Agency:

Printed Name Signature

Project Engineer/Architect:

Printed Name Signature

Accepted for the Building Safety Division:

Title

Date

Instructions For: Special Inspection Certificate

- **Certificate of Inspection by Owner:** The project owner or owner's agent is to identify the project architect, project engineer and project general contractor and sign the form.
- **Special Inspection Responsibility Certificate:** The project owner, architect or engineer (registrant of record) is to designate the special inspection firm and/or individuals, seal, sign and date the form in the space provided, as applicable. This section is not to be completed by the special inspection firm.
- **Certificate of Compliance:** The last section is to be completed by the project owner, architect or engineer at the completion of the project, signed, sealed, dated and delivered to the Building Safety inspector at the final inspection for the project.

Return the Special Inspection Certificate with original seal and signature for permit issuance.

Special Inspection Certificate

Project Name:		Date:	
Project Address:		Permit Number:	
Type of Inspection			
<input type="checkbox"/> Bolts in Concrete <input type="checkbox"/> Concrete <input type="checkbox"/> Ductile Moment-Resisting Concrete Frame <input type="checkbox"/> EIFS – Exterior Insulation and Finish System <input type="checkbox"/> Expansion-Epoxy Anchors <input type="checkbox"/> High Strength Bolting <input type="checkbox"/> Insulating Concrete Fill <input type="checkbox"/> Medical Gas/Vacuum Lines <input type="checkbox"/> Pilings, Drilled Piers and Caissons <input type="checkbox"/> Reinforced Gypsum Concrete <input type="checkbox"/> Electrical Service Entrance Section 1000 AMPS or Greater (UL-891) Potential Test	<input type="checkbox"/> Reinforcing and Prestressing Concrete Tendons <input type="checkbox"/> Reinforcing Steel <input type="checkbox"/> Shotcrete <input type="checkbox"/> Smoke Control Systems <input type="checkbox"/> Special Cases <input type="checkbox"/> Special Grading, Excavating and Filling <input type="checkbox"/> Spray-Applied Fireproofing <input type="checkbox"/> Structural Masonry <input type="checkbox"/> Type I Exhaust <input type="checkbox"/> Welding <input type="checkbox"/> Other- <input type="checkbox"/> Other-		
Certificate of Inspection by Owner/Agent (To be completed by project owner/agent prior to permit issuance)			
Per the International Building Code (IBC), Chapter 17, certain aspects of the proposed construction work are to receive special inspection, by the Architect, Engineer or Special Inspector employed by me. I certify that the construction described on this form will receive such special inspection.			
Project Architect (print name):		Project Contractor (print name) :	
Project Engineer (print name):		Print name of Owner/Agent and Signature of Owner/Agent:	
Special Inspection Responsibility Certificate: (To be completed by project architect, engineer, or owner prior to permit issuance)			
I certify that I am familiar with the design of the above named project and in accordance with IBC Chapter 17; I do hereby assume full responsibility for designating the special inspectors and reviewing Special Inspection reports as listed above. Inspection reports will be filed with the Building Safety Division as required under IBC, Sec. 1704.2. The following individual(s) will be field inspector(s) and will be present at the job site to render a full, complete and competent special inspection.		Seal and Wet Signature	
Qualified Special Inspector Name(s):	Specialty:		
Certificate of Compliance (To be completed prior to final inspection):			
I certify, to the best of my knowledge, that the design requirements of the approved construction documents for which Special Inspection(s) were required have been complied with. A guarantee that the project contractor has fulfilled his contractual obligation is neither intended nor implied.		Seal and Wet Signature	
Architect, Engineer, or Owner Responsible for Special Inspection:			



Community Development Department
Development Services Division
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

ARIZONA DEPARTMENT OF REVENUE BONDING REQUIREMENTS

Contractors

The following are guidelines for compliance with ARS 42-5007. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue (ADOR) to ensure that the bonding requirement has been met prior to issuing any building permit for projects of \$50,000 (or more) in value.

For projects of more than \$50,000 in value, contractors must present one of the following types of certificates prior to being issued a building permit:

- a. An Annual Bond Exemption Certificate;
- b. A One-time Exemption Bond Certificate (for the project);
- c. Or a receipt for a bond which identifies the project.

For those contractors with an Annual Bond Exemption Certificate, please ensure that the expiration date has not passed or expired prior to submitting a copy to our office.

If your Annual Bond Exemption Certificate has expired, you do not have a certificate, or you need a One-Time Exemption Bond Certificate or receipt, contact the Arizona Department of Revenue at 602-716-6056.

Project address: _____

Value of Contract: _____

You may fax us a copy of your Annual Bond Exemption Certificate. The Arizona Department of Revenue will fax the One-Time Exemption Bond Certificate or receipt directly to us. Faxes should be sent to:

City of Surprise, 623-222-3002
Attention: **Development Services**

MEDICAL GAS GUIDELINES

1. Phase Testing

Phase testing must be verified by a special inspector and documented. The test includes:

- A. Hg vacuum test on the PVC
- B. Pressure test on oxygen, nitrous oxide, and drive gas.
- C. Verify no cross connections even for testing purposes.
- D. A city inspection shall be required on all overhead piping systems, to verify proper bracing, labeling, and connections prior to drywall.

2. Final Inspection:

Final inspections requirements are:

- A. Compilation of all intermediate inspection documentation.
- B. A complete report on all medical gas systems, including vacuum systems.
- C. Verify proper operation of all dental chairs.
- D. Verify one hour room for oxygen and nitrous oxide storage.
- E. Provide verification of no cross connections between the various systems.
- F. Provide a copy of installers, and special inspectors certifications.
- G. Provide a letter signifying the installation, and operation of all Medical Gas systems are in substantial compliance to the engineered drawings, with a wet seal of the Engineer of record.

TENANT IMPROVEMENT CERTIFICATE GUIDELINES

A **Certificate of Occupancy** is issued for all occupied commercial buildings and tenant improvements. This shows all work has been completed and the code requirements have been met. This allows the building or portion thereof to be open for business to the public.

A **Temporary Certificate of Occupancy** is for commercial buildings and tenant improvements. This is available for stocking of merchandise, training of employees, and related uses as approved by the Building Official.

Prior to issuance of any certificate the following requirements must be met:

- Submit electronic plan set on CD. Files shall contain all civil, architectural, structural, mechanical, plumbing, electrical, and fire plans.

Formatting requirements:

- TIFF, Group 4 Compressed Bitmap–
 - Aerials (8-bit grayscale)
 - Proper orientation
 - Legible and fully represent the approved set of drawings.
 - Files shall be named accordingly, as specified per sheet index.
 - Projects containing multiple buildings shall be separated by building type.
 - Include all used blocks, fonts, xref's, etc.
- A completed application for a city business license must be submitted to the Finance Department. Contact 623-222-1856 for further information.
- All required approvals obtained.

Prior to any certificate being issued all required disciplines will need to be approved. For tenant improvements, field inspections are performed by Building Safety and Fire Prevention.

Fire and Life Safety (623-222-3012)

Notice Required: 24-Hour Notice (all inspections request must be called in prior to 4:00 p.m.)

Inspection Type: Final C of O (760), Temp C of O (761)

When: This inspection is required when all fire requirements have been met. The fire inspectors will verify fire extinguishers, fire alarm systems, fire protection systems, exiting systems, premises address, etc.

Frequency: Multiple inspections required during construction.



**Community Development Department
Development Services Division**

16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3002
TTY 623-222-1002

Building Safety (623-222-3012)

Notice Required: 24-Hour Notice (all inspections request must be called in prior to 4:00 p.m.)

Inspection Type: Final C of O (690), Temp C of O (689)

When: This inspection is required when all building safety requirements have been met. The building inspector will verify the diaphragms, walls and cover, above grid, electrical, plumbing, mechanical, etc.

Frequency: Multiple inspections required during construction.

Development Services (623-222-3000)

Notice Required: N/A

Inspection Type: N/A

When: After final fire and building inspections have been approved, an electronic notification will be sent to staff to begin processing your certificate. Development Services will complete the administrative processing. Which includes: verifying a business license has been applied for, all outstanding fees have been paid, and approvals obtained from all required departments. The applicant will be notified when the certificate is available for pick up.

Owner
IMPROVEMENT/REPAIR AFFIDAVIT

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the construction plans and documents submitted by my Contractor/Architect/Civil Engineer for the **Substantial Improvement/Damage Evaluation** are **all of the improvements/repairs** that will be done to the existing building and that all additions, improvements, or repairs on the subject building are included in the construction plans and documents herewith. **No other repairs or reconstruction or additions or remodeling have been made to the subject building that are not included in the attached construction plans and documents.**

I understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** or that I have included non-conforming or illegal structures/additions, to the existing structure without having presented construction plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA
COUNTY OF _____

Before me this day personally appeared _____
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Owner

Co-Owner

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____

**DETERMINATION OF
SUBSTANTIAL IMPROVEMENT
OR SUBSTANTIAL DAMAGE**

(This form must be permanently retained for local, state, and federal review)

DATE OF DETERMINATION:

PERMIT NUMBER(S):

ADDRESS OF STRUCTURE:

PARCEL NUMBER:

PROJECT NAME:

NAME OF OWNER:

OTHER CONTACT(S):

PHONE NUMBER(S):

PHONE NUMBER(S):

MAILING ADDRESS:

MAILING ADDRESS:

SUBSTANTIAL IMPROVEMENT OR DAMAGE:

(Based upon attached computations)

(Circle one)

YES

NO

_____ %

TYPE OF STRUCTURE(S) INVOLVED: (Circle all that apply)

Residential Structure Nonresidential Structure Attached Garage Detached Garage
Accessory Building Shade Structure Other _____

TYPE OF WORK BEING DONE: (Circle all that apply)

Rehabilitation Addition Reconstruction Repair Damage
Modification Demolition Other _____

DATE OF CONSTRUCTION OF EXISTING STRUCTURE: _____

Is the structure **Pre-FIRM** or **Post-FIRM** ?

CURRENT PERMIT VALUE: _____

Note: Labor performed by owner or volunteers must be computed based upon construction industry standards, and the same applies to donated material. Do not include non-structure improvements such as land value, fences, pools, landscaping, etc. Attach copies of how value was determined.

PRIOR PERMIT VALUE(S):

Note: Not applicable if community does not track improvement/damages on a cumulative basis

MARKET VALUE OF STRUCTURE AND METHOD USED:

Note: To establish the "market value" take the replacement cost less depreciation of the structure. Acceptable estimates of market value can be determined by using a standard established by the community, independent appraisal, adjusted assessed value, or NFIP claims data. See publication **FEMA-213, "Answers to Questions About Substantially Damaged Buildings"**, for additional information. Attach copies of information documenting how the value was determined.

SUBSTANTIAL IMPROVEMENT OR DAMAGE COMPUTATION:
(Current permit value + prior permit values / (value of structure less depreciation))

Note: If equal to or greater than 50%, than it is considered a substantially improved structure and must be brought into compliance with local, state, and federal regulations, **ARS 48-3609.H and Chapter 44 of the Code of Federal Regulations (CFR) 59.1 and 60.3.**

**CONTRACTOR/ARCHITECT/CIVIL ENGINEER
IMPROVEMENT/REPAIR AFFIDAVIT**

Building Permit #: _____

Contractor/Architect/Civil Engineer Name: _____

License#: _____

Owner Name: _____

Address: _____ Phone: _____

I hereby attest to the fact that the I, or a member of my staff, personally inspected the above mentioned property and produced the attached construction plans and documents for all of the improvements, repairs, reconstruction and/or remodeling which are hereby submitted for a **Substantial Improvement/Damage Evaluation**. These improvements/repairs are **all of the improvements/repairs** to this structure, and that all additions, improvements, or repairs proposed on the subject building are included in the construction plans and documents herewith.

I understand that I am subject to enforcement action and/or fines if the inspection of the property reveals that I have made improvements or repairs **not included in the attached construction plans and documents** to the existing structure without having presented plans for such additions. I understand that any permit issued by **{Community}** pursuant to this affidavit does not authorize the reconstruction, repair or maintenance of any illegal additions, fences, sheds or non-conforming uses or structures on the subject property.

STATE OF ARIZONA
COUNTY OF _____

Before me this day personally appeared _____
Who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all the aforementioned conditions.

Signature Contractor/Architect/Engineer

Date

Sworn to and subscribed before me this _____ day of _____
A.D., 20____.

Notary Public State of Arizona

My commission expires _____