



CITY OF GLENDALE

PLAN SUBMITTAL REQUIREMENTS FOR TENANT IMPROVEMENTS

This list contains most requirements but is not all-inclusive. It is still the responsibility of the applicant to ensure compliance with all codes and amendments.

GENERAL REQUIREMENTS:

All signage requires a separate permit.

1. Provide one (1) PDF file of construction documents, including structural calculations, fire sprinklers calculations and manufacturer's cut sheets and literature, if applicable. All calculations and manufacturer's cut sheets and literature sheets will be on separate PDF files.
2. All plans shall be legible, drawn to scale and dimensioned.
3. All corrections and revisions SHALL be made on the original plans and one (1) new set of updated plans on a PDF file returned for review.
4. Details, data, and information provided by the Building Safety and Fire Departments shall not be included by reference or attachment only. The data must be delineated on the drawings by notes or graphics as part of the original tracings or masters.
5. Redlines of final prints will not be permitted without permission from the plan examiner. To avoid delays, ensure that all corrections have been made, are complete and have been coordinated on all applicable details and notes.
6. Review all code references when making the corrections to assure compliance. Do not copy the code reference as a correction onto the plan unless such reference is requested as a note to be incorporated into the plan.
7. All engineers and architects involved in the design of the project shall seal the related sheets and details. A registered professional is required on all assembly occupancies (churches, bars restaurants) and in any project over 3000 square feet or with an occupant load greater than 20 people.
8. If you do not understand or have difficulty preparing plans showing the requirements listed, it may be to your advantage to retain a design professional to assist you with your project.

PROJECT DATA:

The following information shall be provided on all plans:

1. Project address (include suite number)
2. North arrow
3. Occupancy classification per current adopted code.
4. Provide a description of the proposed use. Be very specific. For example, specify exactly what will be stored or sold, or the type of operation your business does.
5. Occupant load calculation.
6. Type of construction.
7. Modification to the sprinklers are required on the plans except “B” & “M” occupancies with less than 20 heads being modified.
8. Square footage of the building or the suite.
9. List codes used. Currently we use 2018 IBC, 2018 IMC, 2018 IPC, 2017 NEC, 2018 IECC, 2018 IFC, 2018 IFGC, ADAAG, and COG amendments.
10. Architect, engineer, or designer (name, address, phone)
11. Consultants (name, address, phone)
12. Special inspection requirements, (if applicable)

SITE PLAN:

1. Indicate the location of all buildings on the site. Show the specific location of the tenant space within the building.
2. Provide a complete parking lot layout plan. Show all handicapped spaces that are existing and proposed and indicate compliance with the Americans with Disabilities Act requirements
3. Provide parking space calculation:
 - a. Number of spaces required for tenant use by the City of Glendale Zoning Ordinance

FLOOR PLANS

1. Architectural:

- a. Show all rooms, spaces and indicate all uses (i.e. office restroom, sales area, etc.)
- b. Show locations of all doors and indicate the direction the doors swing. Specify door and window sizes on the floor plan, finish hardware a\schedule, and ramps if applicable.
- c. Indicate all propose changes to the floor plan. Some changes may require structural details (i.e. any new construction of walls, floors and ceiling level changes, etc.)
- d. Provide fixture layout for retail stores and restaurants, include aisle widths and clearances.
- e. Indicate location of fire extinguishers. For most occupancies, one (1) 2 –10 extinguisher with a maximum of 75 feet travel distance will be acceptable.
- f. Provide details indicating compliance with all accessibility requirements.
- g. Indicate all locations of fire-rated walls, if applicable. Details of the fire resistive system for structural members, interior partitions and fire-rated assemblies shall be indicated. Provide and fire-rated assembly design numbers.
- h. Construction materials shall be noted, and material specifications shall be provided on plans.
- i. Specify floor and wall finishes in all rooms and spaces.

2. ELECTRICAL:

- a. Provide a separate electrical floor plan. Show all receptacles, lights, switches, fans, and equipment, existing and proposed.
- b. Indicate the location of all exit signs and emergency lighting, if applicable.
- c. Provide electrical load calculation showing existing and proposed loads.
- d. Provide a one-line diagram and panel schedule.

3. PLUMBING:

- a. Show all existing and proposed plumbing fixtures.
- b. If any fixtures are to be added, waste and water isometrics are required.
- c. Provide water and waste calculation for added fixtures to ensure that the existing services are adequate for the additional fixtures.
- d. All new plumbing fixtures are required to comply with City of Glendale Low-Flow Ordinance.
- e. Indicate all gas appliances and provide a gas isometric. Provide PSI, distances, demands, and sizes for all piping
- f. Show locations and capacities of all grease, sand or oil interceptors.
- g. Specify all piping materials.
- h. Show all backflow prevention devices.
- i. Specify expansion tanks for all water heaters per 2018 IPC

4. MECHANICAL:

- a. Indicate the location of all existing and proposed mechanical systems. This includes air conditioning, heating, and evaporative cooling. Show all duct runs and fire dampers.
- b. Specify the type, capacity and weight of all heating, ventilation, and air conditioning equipment.
- c. Define special use of equipment in conjunction with fire or smoke control.
- d. Provide details on commercial grease hood systems. The construction of the fire resistive shaft required for Type I hood systems shall be clearly identified.
- e. Provide mechanical equipment schedule.
- f. Provide details on hoods required for commercial dishwashers, kilns, ovens and other equipment.
- g. Provide combustion air details and calculations for all gas appliances.
- h. Specify materials of installation components.

5. FIRE SAFETY SYSTEMS: FOR SEPARATE FIRE DEPT. PERMITS:

- a. Fire alarms: provide complete plans and specifications for review and approval. Comply with 2018 IFC.
- b. Fire sprinklers: Plan submittal shall comply with NFPA13, 2018 IFC and 2018 IBC.
- c. Automatic fire extinguishing systems for the Type I hoods: Complete plans and specifications by a licensed contractor or engineer are required.
- d. Medical gas systems: Provide complete plans and specifications.
- e. Fire sprinkler plans are required at the time of submittal.

6. HAZARDOUS OCCUPANCY SUBMITTAL REQUIREMENTS:

- a. Any tenant that utilizes or stores flammable or combustible liquids shall comply with Section 307 of the IBC, Article 80 of the IFC and Article 500 of the NEC.
- b. Preliminary reviews with the Building Safety and Fire Departments are required.
- c. To determine occupancy, the following information shall be provided at the preliminary review:
 - *Preliminary MSDS sheets
 - *Preliminary quantities of materials
 - *Site plan
 - *Floor plan
- d. It may be necessary to have several preliminary reviews on the same project.
- e. Final specific submittal requirements shall be established during the preliminary review but shall comply with the minimum requirements listed for all tenant improvements.

USEFUL NUMBERS & EMAILS:

Pam Sprenger, Sr Plans Examiner - psprenger@glendaleaz.com - (623) 930-3118

Kevin Ybarra, Elec Plans Examiner - kybarra@glendaleaz.com - (623) 930-3130

John Shy, MP Plans Examiner - jshy@glendaleaz.com - (623) 910-3139

Robert Perez, Fire Plans Examiner – rperez2@glendaleaz.com - (623) 930-3127

Main Switchboard - (623) 930-2800