



# TENANT IMPROVEMENT STANDARDS

Handout  
TI  
REV 03/24/2023

## ADOPTED CODES (with TOWN Amendments per Article 10-1):

2018 International Building Code (IBC)  
2018 International Residential Code (IRC)  
2018 International Plumbing Code (IPC)  
2018 International Fuel & Gas Code (IFGC)  
2018 International Mechanical Code (IMC)  
2018 International Energy Conservation Code (IECC)  
2018 International Property Maintenance Code (IPMC)  
2017 National Electric Code (NEC)  
2010 Americans with Disabilities Act Accessible Guidelines (ADAAG)  
2018 International Fire Code (IFC)

## Current Carefree Zoning Ordinances

*\* REVISIONS – the Town of Carefree requires a submission letter from the design professional identifying each change and each revision must be bubbled or clouded with a key or notation made to match revision block on drawings.*

**Building Department**  
8 Sundial Circle  
Carefree, Arizona 85377  
480-488-3686  
Option #6

**A. PLANS DESIGNED BY AN ARIZONA REGISTRANT**

1. An Arizona registrant shall prepare and seal plans when floor area, measured to the outside surface of the exterior walls of the building exceeds 1250 square feet or
  - a) Tenant space intended to be used as office space that exceeds 1000 square feet.
  - b) Tenant space intended for B occupancy use that exceeds 1250 square feet.
  - c) Tenant space intended to be used for retail space that exceeds 12500 square feet.
  - d) B occupancy classification with a commercial kitchen.
  - e) Nail salons.
  - f) Structural beams exceeding 20'.
2. Electrical plans shall be prepared by an Arizona Registrant for a new electrical system or an addition or modification to an existing electrical system provided the service and associated electrical feeders exceeds 225 amperes 120/208 volts, three phase and the fault current exceeds 10K AIC.

**B. CONSTRUCTION**

1. Tenant improvements shall be constructed by a licensed contractor with the following commercial license classifications: B-1 General Commercial Contractor, B-2 General Small Commercial Contractor, CR-7 Carpentry, and a CR-61 Carpentry, Remodeling and Repairs Contractor (for projects \$50,000 or less).
2. Each contractor must have an active Town of Carefree Business License. (Tax and License (480) 488-1471)

**C. TENANT IMPROVEMENT APPLICATION**

All projects must have a permit application. Arizona law requires that every applicant supply specific information and certain declarations regarding the proposed work. The owner, licensed contractor, or their authorized agent can complete the application.

The following information must be provided:

1. **Project Information:** The address, legal description or assessor's parcel number, existing use of the building or property, and a brief description of the proposed work/project.
2. **Applicant:** This is the name of the person presenting the application to the department.
3. **Property Owner:** The name and address of the property owner.
4. **Contractor:** The name, contractor license number, state privilege tax number and active Town of Carefree sales tax number must be provided.
5. **Applicant Signature:** This statement may be signed by the contractor, owner or agent.

**D. FEES**

1. Plan review fees shall be paid at time of submittal.
2. Building permit and Plan Review fees are based on the valuation of the project, as determined by the following: Occupancy Classification, Type of Construction and Building Area.
2. **Major structural changes:** 40% of original tenant building area.
3. **Minor non-structural changes:** 20% of original tenant building area.

**E. CONSTRUCTION PLANS REQUIREMENTS**

*Provide three copies of the following drawings:*

1. **FLOOR PLAN, Scale: ¼" = 1'0"**
  - a) Floor plan shall be provided with dimensions locating new construction, door sizes/types, means of egress, egress illumination and other information specific to the occupancy type.

- b) Provide cross section of new walls, bulkheads, soffits and other details as necessary. Specify all types of materials to be used.
  - c) (1) 11"x17" copy of the floor plan (in addition to the three full size copies requested).
2. **PLUMBING**
- a) Show the location(s) of all new plumbing fixtures and provide fixture specifications.
  - b) Drain, waste and vent isometrics, gas isometrics.
  - c) Water Calculation Summary which shows existing water meter size (GPM total maximum), a breakdown of existing & new fixture units & remaining units.
3. **MECHANICAL, Scale: ¼"=1'0"**
- a) Show the location(s) of new and existing unit(s); provide specifications for new and existing unit(s).
  - b) Makeup/outside air calculations.
  - c) Kitchen hood details/grease duct dimensions.
  - d) Condensate line locations and termination points.
  - e) If suite has never been occupied with the same use, then mechanical outside air calculations from an Architect or Mechanical Engineer in compliance with IMC Table 403.3 shall be submitted for approval.
4. **ELECTRICAL, Scale: ¼"=1'0"**
- a) Identify all new and existing electrical equipment.
  - b) Panel schedules shall be summarized and updated with each submittal, including the calculations. The panel size, feeder, and over current protection size shall be shown on the drawings.
  - c) A complete plan showing the layout of the proposed electrical wiring for each floor, including size of working clearance at all switch gear and panels and legend of all symbols used. Exterior lights per Chapter 10 IBC.
  - d) Provide fault current calculations and specify if series rated. If series rated verify 1% motor load not exceeded.
  - e) Details of panel board, switchboard, and distribution centers showing type and arrangement of switches, over current devices.
  - f) The existing load and additional load as computed in accordance with the code or by other approved methods. Submitted data shall show the adequacy of existing service.
  - g) The location, voltage, and horsepower or full load ampere rating, of every motor.
  - h) Medical care facilities per NEC Article 517.
5. **METER & SUB PANEL I.D.**
- a) When adding meter to an existing S.E.S. location of each meter must be permanently identified to coincide with the suite or tenant space actually served through the meter.  
Sub-panels located within existing suites and when more than one space is leased or rented shall be identified.
  - b) **Meter I.D.**  
The identification tag at each meter must show the suite number, machine engraved or machine printed or aluminum, brass, or other approved non-ferrous metal with minimum ¼ inch high letters. The tag shall be riveted adjacent to the meter socket and disconnection means identify multiple meters 1 of 2, 2 of 2, etc.

c) **Sub-Panel I.D.**

The identification tag at each sub-panel must show the panel number in consecutive order (sub-panel 1 of 3, etc.) machine engraved or machine printed on metal or plastic with a minimum ¼-inch high letters. The tag must be attached with screws, rivets or epoxy on the outside cover.

6. **FIRE**

- a) **Shop drawings for alarms and sprinklers must be attached to each set of construction plans. A separate Rural Metro Building Permit Application will be required for sprinklers and alarms listing the installing contractor. Additional information regarding Fire requirements can be found at [ruralmetrofire.com](http://ruralmetrofire.com) or call (800)-624-5835.**

7. **SITE UNIT ADDRESSING PLAN**

- a) A site unit addressing plan will be included, unless the permit does not involve any building with units.

8. **UNIT MODIFICATION**

Was this unit originally established by a condominium plat? If so, a condominium re-plat will be required when any of the following conditions apply:

- a) Existing unit(s) will be divided to create additional unit(s) for separate ownership.  
b) Existing units will be combined and the units to be combined are under different ownership.  
c) The exterior boundaries of existing unit(s) will be modified in any way. This includes the addition, removal or modification of unit boundary walls.

For information regarding the re-plat process, please contact the Planning & Zoning at (480) 488-1471

F. **RESTROOMS, Scale: 1/4"=1'0"**

1. **Required Fixture**

- a) The number and type of required plumbing fixtures shall comply with IBC Chapter 29 and per AZ Revised Statutes Article 12 45-31.

2. **Accessibility Requirements**

- a) Comply with AzDAAG (ADAAG)

3. **Sanitation**

- a) Ceramic tile floor finish and ceramic cover base required. Commercial sheet vinyl floor covering allowed with prior approval by plans examiner.

G. **PREMISES IDENTIFICATION**

Address information:

1. **ALL** numbers including suite numbers must be on **CONTRASTING BACKGROUND**.
2. **NO** number on **GLASS** except suite numbers.
3. Verify building address size and location
  - a) If located between grade and 11 ft. 11 inches the letters must be a minimum of 6 inches.
  - b) If located above 12 feet from grade, the letters must be a minimum of 12 inches.
  - c) Visible from street or road fronting the property.
4. Numbers located up to twelve (12) feet in height from finished grade, monument signs and commercial building with suites – minimum six (6) inch numbers. Suite numbers shall be on the front and back doors.
5. Numbers located twelve feet and higher from finished grade – minimum twelve (12) inch numbers.

6. Residential -- minimum three (3) inch numbers. Numbers are to be placed on flat surfaces **NOT** on eaves.

**H. PRETREATMENT**

Please contact Environmental Resources for current requirements at

**I. ADDITIONAL REQUIREMENTS**

Storage Racks

- a. Free standing racks exceeding height of 5'9" require separate plan review and permit (if not included in plan submittal).
- b. Free standing racks exceeding height of 8' require design by an Arizona Registrant Structural Engineer.

Provide floor plan including storage rack locations demonstrating egress path not obstructed and locations of exit signs and products to be stored with MSDS sheets.

Parking

- a. Provide a description of the use for the tenant. Include a parking analysis/statement to verify sufficient parking for the use on the property or within the center based on parking requirements of Article VII of the Zoning Ordinance. (Planning/ (480) 488-1471)

**J. OTHER DEPARTMENT INFORMATION:**

1. **Commercial Plans Examiners:**

Contact (602) 722-8195 for specific requirements  
[Joshua@carefree.org](mailto:Joshua@carefree.org)

2. **Planning and Zoning**

Contact (602) 722-7107 for specific requirements.  
[Stacey@carefree.org](mailto:Stacey@carefree.org)

3. **Site Development**

Contact (623) 773-7600 for specific requirements.  
[mark@carefree.org](mailto:mark@carefree.org)

4. **Business License/Code Enforcement**

Contact Dennis Randolph (602) 722-8201  
[dennis@carefree.org](mailto:dennis@carefree.org)

## Building – Tenant Improvement Submittal

