



The following memo is a description of the submittal requirements for Tenant Improvement Plans only, NO New Stand Alone Buildings (shell). Read the information carefully to ensure you have all of the appropriate forms and information for the submittal.

TENANT IMPROVEMENT SUBMITTAL REQUIREMENTS

Engineering (Preliminary) documents according to BTR requirements (Arizona Board of Technical Registration) are required to be included in all of the building plan sets for the following system(s) to obtain the appropriate building permit.

- Automatic Fire Sprinkler Systems
- Fire Alarm Systems

http://www.btr.state.az.us/regulations/substantive_policy.asp#FIRE%20SPRINKLERS%20AND%20FIRE%20ALARM%20SYSTEMS (BTR requirements)

Guides, applications and submittal check lists are available at the permit counter or the following web sites. Complete the appropriate form and include with the drawing submittals.

http://www.peoriaaz.gov/fire/docs/SprinklerAlarmconceptdesign_110106.pdf (Engineering Plan Checklist)

Shop Drawing submittals, based on the Engineering (Preliminary) drawings, are required by the installing contractor for the following system(s) to obtain the appropriate permit(s) for installation and/or modification of the system(s) and are to be submitted concurrently with the Tenant Improvement plans.

- Automatic Fire Sprinkler Systems
- Fire Alarm Systems
- Kitchen Hood Fire Suppression Systems
- Special Hazard Fire Suppression Systems
- Underground Fire Lines

Guides, applications and submittal check lists are available at the permit counter or the following web sites. Complete the appropriate forms and include with the drawing submittals.

http://www.peoriaaz.com/building/Docs/pdf/400G_General%20Permit%20Application.pdf (Permit Application)

http://www.peoriaaz.gov/fire/docs/Sprinkler_081807.pdf (Fire Sprinkler Plan Checklist)

http://www.peoriaaz.gov/fire/docs/Alarms_081807.pdf (Fire Alarm Plan Checklist)

It should be noted that no inspections may take place beyond the frame inspection until the fire alarm, fire sprinkler, kitchen fire suppression system, special hazard fire suppression system and/or the underground fire line contractor(s) obtain their own permits.

Any person, corporation, partnership or other entity engaged in the business of design, install, monitor, sell, or service fire protection equipment within the city of Peoria shall, obtain a permit from the fire department. A copy of the business permit shall be submitted with the shop drawing submittals.

If you have any questions please feel free to contact (623) 773-5169.

Contractors & Developers & Business owners stay in touch with fire safety issues and policies within the City of Peoria. Subscribe to our Listserve at: www.peoriaaz.com/e-news .