



## APPLICATION CHECKLIST

## TENANT IMPROVEMENT

### SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Site Plan (3 sets)
  - o Lot lines
  - o Existing structures
  - o Size and location of proposed structure dimensioned from lot lines and between structures
  - o Location of ADA parking and accessible route
- Construction Plan – Include the following as necessary based on the proposed work (3 sets)
  - o Floor Plan
  - o Foundation Plan
  - o Framing Plan
  - o Cross-section with structural framing details
  - o Energy Code Compliance
  - o Mechanical Plan
  - o Plumbing Plan
  - o Electrical Plan
- Structural Plan and calculations if applicable (2 sets)
- Subcontractor list – Required prior to intermediate inspections
- Contractors Business License
- Bond Exemption Certificate from the State Bond Compliance Officer (602) 716-6056  
Required for contractors or homeowners with building projects over \$50,000.00 in value
- Floodplain Use Permit may be required from Town of Marana Engineering Department (520) 382-2600
- Any additional items reflected on the administrative checklist

**FOR OFFICIAL USE ONLY**

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_