



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722
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TENANT IMPROVEMENT (T.I.) SUBMITTAL PROCESS

Email Subject Line: When emailing BlueBeam session or PDF attachment, please include submittal description under the Subject line of your email to ensure it is not filtered as SPAM. ***(Example: Target Interior modifications/T.I. submittal docs). All exterior modifications must first be approved by Planning and be submitted under a separate permit.***

FILE NAMING AND FORMAT REQUIREMENTS:

- Each sheet of the plans must be electronically sealed and signed by the designer of record.
- Incorrect sheet size, scale, margins or orientation will NOT BE ACCEPTED.
- All plan sheets (architectural, mechanical, electrical, plumbing, fire protection, structural, etc.) must be consolidated into ONE Pdf Plan set. DO NOT SUBMIT INDIVIDUAL PLAN SHEETS.
- Each supporting document (e.g. calculations, reports, supplemental attachments and narratives) must be uploaded INDEPENDENTLY and named accordingly to the naming conventions in this document as such.
- Layers: No multiple layers. Layers must be merged or flattened.
- DO NOT LOCK FILES as plans examiners need to add comments and ultimately stamp/approve plans.

NAMING CONVENTION AND FORMAT SHOULD BE AS FOLLOWS: (pdf format only)

- 1.-Permit Application (i.e. "1.0_Permit_Application.pdf"). Application itself to include valuation, occupancy, square footage & type of construction.
- 2.-Project Narrative (i.e. "2.0_Project_Narrative.pdf").
- 3.-DR Approval Letter (if required) (i.e. "3.0_DR_Approval_Letter.pdf").
- 4.-**1ST Review** Plan set dated xx-xx-xxxx (i.e. "4.0_1st_Plan_Set_6-30-2020.pdf").
- 5.-Structural Calculations (if applicable) dated xx-xx-xxxx (i.e. "5.0_Structural_Calculations_6-30-2020.pdf").
- 6.- Sealed and Signed Special Inspections form or forms (Structural, Architectural, Mechanical, and Elevator) (i.e. "6.0_Special_Inspections.pdf").
- 7.- Geotechnical Report (if required) dated xx-xx-xxxx (i.e. "7.0_Geotechnical_Report_6-30-2020.pdf").
- 8.-Other as specified.

Resubmittal naming convention and format:

- 1.-Copy of 1st Review Comment Letters (i.e. "1.0_20-06-0021_1ST_REVIEW_NOT_APPROVED_TI.pdf").
- 2.-Response Letters to 1st Review Comments (i.e. "2.0_Response_Letters_7-10 2020.pdf").
- 4.-**2nd Review** Plan set dated xx-xx-xxxx (i.e. "4.0_2nd_Plan_Set_7-10-2020.pdf").
- 5.-Structural Calculations (if applicable) dated xx-xx-xxxx (i.e. "5.0_1st_Structural_Calculations_6-30- 2020.pdf").
- 6.- Sealed and Signed Special Inspections form or forms (Structural, Architectural, Mechanical, and Elevator) (i.e. "6.0_Special_Inspections.pdf").
- 7.- Geotechnical Report (if required) dated xx-xx-xxxx (i.e. "7.0_Geotechnical_Report_6-30-2020.pdf").
- 8.-Other as specified

APPROVAL:

Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued. After all the fees are paid, a copy of the permit and the Community stamped permit set of drawings will be emailed via Bluebeam session or email attachment (depending on how large the file is). It is the responsibility of the applicant to ensure the contractor has the approved/stamped plans on site.

Before permit issuance, Contractor must also have a current SRPMIC Business license.

One can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>