



Development Services / permits@maranaaz.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaaz.gov

APPLICATION CHECKLIST

TENANT IMPROVEMENT

BASIC 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 _____

Revision Date 6/16/2016