

ARIZONA MILLS BULLETIN

Permitting Tips

(10/22/18)

This bulletin is to make you aware of any issues that have been identified in discussions with the authorities having jurisdiction. The landlord recommends all tenants, architects, and engineers thoroughly review the following and incorporate changes as they relate to the tenants contract and permit drawings.

City of Tempe

Development Services and Building Safety

31 E. 5th St.

Garden Level East

Tempe, AZ 85281

Phone: 480-350-4311

Hours of Operation: Mon-Fri 8:00 am-5:00 pm

Building Department General Web Site

<https://www.tempe.gov/city-hall/community-development/building-safety/permit-issuance-plan-review>

Online Permitting Web Site

<https://epermits.tempe.gov/CitizenAccess/>

- Plan review comments are posted on line. You must first register for an account and then utilize your plan review number to access these comments. Please provide the plan review number to your tenant coordinator.
- Arizona Mills Mall building type information: Occupancy Class M Mercantile or Class A-2 Assembly, Type II B, fully sprinkled, non-combustible building that is governed by the 2012 IBC. Please confirm all applicable codes on the city's website.
- Landlord's approval is required prior to submitting your plans for review. The city will request a copy of the approval letter and a copy of the plans which bear landlord's approval stamp.
- A test of the smoke control system witnessed by the city inspector is required prior to obtaining final occupancy.
- Tenant improvements that do not entail the following: rooftop mechanical work, exterior modifications, require structural calculations, and have no change in occupancy load may be eligible for an over the counter plan review process.
 - Over the counter permitting is available Monday – Friday 8:00am – 4:00pm. No plan review will be started after 4:00pm.
- Seismic details for store fixtures are required.
- All sign(s) shall be permitted, installed, inspected and approved separate from the building permit. This inspection should be scheduled concurrently with the final building or C/O inspection.
- Any revisions, alterations, or additions after the issuance of a C/O may require additional plans and a separate permit application. Please contact your tenant coordinator for further guidance prior to performing any work outside the LL approved plans

Tenants with food operations please contact the following for additional requirements

Environmental Services of Maricopa County

1001 N Central Ave

Phoenix, AZ 85004

P: 602-506-6970

Hours of Operation: Mon-Fri 8:00 am-5:00 pm

<https://www.maricopa.gov/1936/Food-Restaurants>

The store address shall be: _____ (Store Name)

Arizona Mills

Suite _____ (Space)

5000 Arizona Mills Circle

Tempe, AZ 85282

