# Tucson Premium Outlets Tenant Handbook

## Table of Contents

### General Project Information
- Project Fact Sheet
- Important Telephone Numbers
- Directions
- Site Plan

### Tenant Improvement Information
- Tenant Improvement Construction Information
- Site Visits
- Food Tenant Design Requirements
- Architectural Info
- Construction Rules
- Business License Information

You can also review the center's Tenant Handbook and Construction Rules, Tenant Sign Criteria and Storefront Criteria by logging onto [www.SIMON.com](http://www.SIMON.com). Once you reach the site, click the "Businesses" tab, then click on the "Leasing and Property Information" tab in the middle of the screen and then enter the property name in the "Search for a Simon Property" area. From here, you will be able to view/download documents as required.
PROJECT FACT SHEET
TUCSON PREMIUM OUTLETS

LANDLORD: SIMON Premium Outlets
60 Columbia Road
Building B, Third Floor
Morristown, NJ  07960

LEGAL OWNER: TUCSON PREMIUM OUTLETS, LLC,
a Delaware limited liability company
By: SPG DEVELOPMENT COMPANY LIMITED
PARTNERSHIP, a Delaware limited partnership, its Agent
By:  SPG ACQUISITIONS, INC.,
a Delaware corporation, its general partner

CENTER MANAGEMENT OFFICE: Tucson Premium Outlets
6401 West Marana Center Blvd.
Tucson, AZ  85742

Tenant Address: same as above with inclusion
of individual Suite Number
IMPORTANT TELEPHONE NUMBERS
Tucson Premium Outlets

PIMA COUNTY HEALTH (520) 243-7770
EMERGENCY/SHERIFF/FIRE/AMBULANCE 911
FEDERAL EXPRESS (800) 238-5355
FIRE DEPARTMENT (NON-EMERGENCY) (520) 887-1010
POST OFFICE (520) 682-3561
UNITED PARCEL SERVICE (800) 742-5877
TOWN OF MARANA (520) 382-2600
(520) 382-1999
contact@marana.com
DIRECTIONS
Tucson Premium Outlets

From Phoenix Sky Harbor International Airport:

Get on AZ-143 South in Tempe from East Sky Harbor Blvd.
Follow I-10 East to West Tangerine Road in Marana.
Take Exit 244 – West Twin Peaks Road.
Project site can be seen from Highway.

(Mall will be located at 6401 West Marana Center Blvd, but it’s too soon for a GPS to locate.)
Tenant Improvement Construction Information
Tucson Premium Outlets

Please provide Landlord with one (1) set of prints and an electronic file. We will need a CAD version and a pdf version. The electronic versions can be e-mailed directly to the Tenant Manager. Contact your Tenant Manager for the mailing address of the hard copy of prints. Your tenant improvement drawings must be approved by Landlord prior to commencing work. Please allow 5-10 working days for Landlord review.

Please note that tenant is required to provide Landlord with one set of as-built tenant improvement drawings (including any plan check corrections or engineered plans) and one (1) electronic file upon completion of the store construction.

PROPERTY ADDRESS:
The address for Tucson Premium Outlets is as follows:

Tenant Name/DBA
TUCSON PREMIUM OUTLETS
6401 W. Marana Center Blvd.
Suite # ______
Tucson, AZ  85742

***Please use your individual Suite number for deliveries.
The Management Office will NOT accept deliveries on your behalf.

Site Visits
All visitors must check in with the on site construction staff. Proper insurance will be required to gain access. Please arrange all site visits with your Tenant Manager.

All Deliveries
***DO NOT have deliveries of store supplies or your tenant improvement construction materials made prior to your store turnover date. A representative of your company must be onsite to receive any deliveries for your store. The Landlord cannot accept any deliveries for your store. No provision has been made for on-site storage until your suite is ready for turnover.

BURGLAR ALARMS / Perimeter Intrusion Security Devices
All such devices must be approved by the Landlord prior to installation, including application of "riiot glass" or any type of film to doors and/or windows. No exterior alarms, strobe lights, or other enunciator devices may be mounted on storefronts. Due to potential interference with the Center's fire alarm system, "Smoke Cloak", or similar systems that generate smoke, are prohibited. Application of any decals to storefronts referencing Security protection must be done in compliance with Premium Outlet Storefront Criteria.

Anyone engaged in business activity in the Town of Marana must apply for and be issued a business license. Separate business licenses shall be obtained for each
business, i.e., Tenant, General Contractors and sub-contractors. Submit your applications early as it can take up to two weeks to process.

Contractors must provide Landlord with an original signed copy of the Construction Rules (see following) prior to turnover of a Tenant’s space. The tenant contractor obtaining the tenant improvement permit is the contractor responsible for submitting all required information and certificates of insurance to the Landlord. No contractor will be allowed access to start any work without having full approval of the Landlord, which includes satisfying all the insurance requirements.

Due to the structural engineering design of the roof system, Tenants and/or their contractors cannot attach to or construct anything on the bottom of the roof trusses unless approved by Landlord. If a structural engineer is needed to determine any structural calculations with Tenant drawings, Tenant is responsible for these services and costs.

Tenant Ceilings: All ceiling mounted fixtures, lighting, track, signs, etc. must be self-supporting.

CUTTING, WELDING AND GRINDING ACTIVITIES
Welding and cutting is not permitted near large quantities of exposed, readily ignitable materials, in areas not authorized by the on-site construction staff, or on metal partitions, walls or roofs with combustible covering or with combustible construction.

CLEAN-OUTS and Junction Boxes
Some tenant suites have furred out columns with access panels to an existing roof drain clean out. Access panels, whether in front or in the rear of space, are to remain clear of all obstructions.

Some tenant suites have clean outs for floor drains. These are not to be covered and are to remain clear of all obstructions.

Some tenants have junction boxes for landlord power. Tenant must maintain access.

UTILITIES AND MECHANICAL SYSTEMS
If permanent power is not installed prior to start of Tenant improvement construction, Tenant’s electrical contractor shall be responsible to provide temporary power and lighting for the Demised Premises, per code, with ground fault protection. Electrical service for this project will be master metered.

HVAC
All HVAC units are electric. No gas is used for HVAC.

All Tenants must provide regular maintenance of their HVAC system. Each Tenant is to provide a copy of their maintenance contract to the General Manager within one (1) month of their turnover date.

Relocation of thermostat controls shall be at the Tenant’s expense and any repairs or failed installations resulting from incomplete or inadequate relocation shall be the Tenant’s responsibility.

Protection for the HVAC unit(s) (construction filter) must be in place prior to the start of Tenant’s construction. The HVAC unit must also be cleaned when tenant construction is complete. This
is the responsibility of the Tenant, NOT the Landlord. If painting ceiling, HVAC unit must be off – not running.

SLAB WORK
All work must be coordinated with and approved by the Tenant Manager or Mall Management. All slab sawcutting or penetrations require that replacement slab be installed with doweling and reinforced concrete. See Tenant Manager for detail. In some suites, sawcutting is not allowed because it will interfere with the structural integrity of the building.

Tenant and Tenant flooring contractors are responsible for the determination of compatibility of flooring products and/or adhesive with Landlord’s concrete slab. Landlord does not accept responsibility and will not be liable for water vapor emissions through the slab that exceed flooring manufacturer's recommendations or are due to the effects of sawcutting. The Tenant/Tenant’s general contractor is responsible to ensure that there are no underground utilities/services BEFORE cutting any concrete, anywhere on the property. The Tenant will be liable for all repairs and/or lost business due to a utility or service interruption as a result of cutting the slab. See below for STEGO slab repair detail.

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**STEGO WRAP REPAIR DETAILS**
NOT TO SCALE

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Company Name

Signature

Print Name

Date
ELECTRICAL PANELS - **VERY IMPORTANT**
Each suite has two electrical panels, one with 277/480 volt power and a subpanel with 120/208 volt power, and a transformer. Electrical service is master metered.

ROOF
For the required roofing contractor for this project please see the Required Sub-Contractors page. Any penetrations through the roof must be coordinated, performed and sealed by them. Any additional roof items, such as satellite dishes, may have additional roof requirements.

SPRINKLERS
All tenants must use the required sprinkler contractor to make modifications to the sprinkler system. Submit your plans, **CONCURRENTLY with building permit submittal**, on AutoCAD (version 14 or higher) and PDF. Once you submit plans, and only after you sign a purchase order or contract, they will engineer the sprinklers changes as required by your design and obtain the necessary permits from the Fire Department.

GRC
In addition, the required sprinkler contractor will be submitting your sprinkler drawings to Global Risk Consultants (GRC), a requirement by our insurance carrier. This will also protect the integrity of the sprinkler system over time. The initial review fee will be billed to the Tenant from Premium Outlets. If there are any recommendations by GRC, the tenant must comply.

FIRE EXTINGUISHERS
Type “ABC” all-purpose chemical minimum 5lb fire extinguisher in accordance to latest addition of NFPA 10 for sprinkler building. Larger stores may require more. Verify locations with Fire Marshall prior to installation.

FIRE ALARM MONITORING SYSTEM
All tenants must use the required fire alarm contractor (listed in tenant manual) to make modifications to the fire alarm system. Submit your plans, **CONCURRENTLY with building permit submittal**, on AutoCAD (version 14 or higher) and PDF. Once you submit plans, and only after you sign a purchase order or contract, they will engineer the fire alarm changes as required by your design and obtain the necessary permits from the Fire Department.

CONSTRUCTION TRASH
Tenants and their contractors will be responsible for removal of all construction and store set up debris generated during tenant improvement construction. This includes all debris from store fixtures and initial merchandise deliveries. Construction trash bins will be provided by Landlord for a $1.00 per square foot fee payable at the time of the Pre-Construction Meeting. Check to be made payable to: **TUCSON PREMIUM OUTLETS, LLC**. Tenant’s contractor must keep surrounding areas free from debris and trash or Tenant will be subject to a back charge.
TENANT IMPROVEMENT
FOOD TENANT DESIGN REQUIREMENTS
Tucson Premium Outlets

Below is the minimum design requirements that must be used by ALL Food and Food Court Tenants for all kitchen prep areas.

This requirement is to prevent any moisture or dampness penetrating the demising wall(s) that can lead to damage to the food space and/or adjoining spaces.

Demising and/or concrete walls:
1. Demising walls must be moisture resistant gypsum board w/ Sporgard™ (National Gypsum) on metal studs. Other wall options acceptable by landlord would be Hardibacker prior to installing wall finishes or Ultracode drywall, by USG.

   All concrete walls, rear or demising, must be furred out with the above specs, no exceptions.

2. Install water proof membrane a minimum of 24” above floor.

3. FRP applied to all walls to a minimum height or 48” above wall base tile, and caulked with a silicone sealant.

4. Metal or PVC corner guard must be applied to all corners and caulked with a silicone sealant.

Flooring area:
1. Floor tile and flooring base installed must be sealed. This application should be re-applied semi-annually.

2. Floor drains must be installed in any food preparation area that require cleaning methods of hosing or washing walls. It is the tenant responsibility to make certain that all flooring is sloped for proper drainage to the floor drain(s).

Tile/Grout: Must have Durock and/or equal applied to studs.

HVAC- Tenants are required to protect the area around the exhaust fan with a Grease-Guard G-2 grease collection system manufactured by Rooftop Defense System, (800)913-7034.

Submit plans concurrently to Health Department, Building Department, Landlord, Fire Sprinkler contractor and Fire Alarm contractor.
ARCHITECTURAL INFORMATION:

APPLICABLE BUILDING CODES:
2012 International Building Code
2012 International Fire Code
2012 International Mechanical Code
2012 International Plumbing Code
International Energy Conservation Code (IECC 2012)
2012 National Electric Code
ICC /ANSI A117.1 - 2009

Construction Type II-B fully sprinklered – M occupancy
Consult Sheet A0.20 – Overall Code Analysis & Exit Plan

Consult Sheets A0.30 – Fire Access Plan and Sheet A0.11 Fire Services Plan available on Buzzsaw

Suites will be turned over in an “open ceiling” condition – plenum drops only

Thermostats are programmable

Note: The architect and any sub consultants (Mech, Elec, Interiors, etc.) are also required to obtain a Town of Marana business license if making any site visits.

PLAN REVIEW

http://www.marana.com/1030/Businesses

Submittals:

Landlord – Submit concurrently to Town of Marana and your tenant manager. Tenant Manager will require one (1) half size set, AutoCad and electronic single PDF.

Fire Alarm Subcontractor – Submit concurrently to the Fire Alarm subcontractor, CAD and PDF files.

Fire Sprinkler Subcontractor – Submit concurrently to the Fire Sprinkler subcontractor, CAD and PDF files.

Food Tenants – Submit concurrently to Health Department and Architects Orange as well as all of the other submissions.
BUSINESS LICENSE

General Contractor is required to be licensed in the State of Arizona as well as have a Business License issued by The Town of Marana. Tenant to ensure General contractors and subcontractors comply with Business License.

http://www.marana.com/DocumentCenter/View/2077

Fire Alarm and Sprinkler contractors will submit drawings to the Fire Department for approval and separate permits.

When filling out the permit application, do not worry about the Parcel number. The Town’s computer will populate that field as soon as the address is input.


SENIOR PLANS EXAMINER:

Paul R. Froehlke
Town of Marana Building Department
11555 West Civic Center Drive, Bldg. A2
Marana, Arizona 85653

Office (520) 382-2600
pfroehlke@marana.com

FIRE DEPARTMENT

Jim Pratt, CFM, DBO, CFEI
Deputy Fire Marshal
Northwest Fire/Rescue District
5225 W. Massingale Road
Tucson, AZ 85743
jpratt@northwestfire.org
Basic Submittal Requirements:
☐ Completed permit application, signed and dated.
☐ Official address from Town of Marana Addressing (only needed if address is not in GIS):

☐ Plan-check fee (based off of valuation) payable by cash, check, credit/debit or trust account.
☐ A $4.00 scanning fee applies to all permit applications.
☐ Construction plans (3 paper & 1 digital set)
☐ Sewer card, issued by the appropriate jurisdiction, must be submitted prior to permit issuance;
  Pima County Waste Water – (520) 724-6500 or Town of Marana (in house) – (520) 382-2600
☐ Model Energy Code (2 sets)
☐ AZ Department of Revenue requires bonding for contractors or homeowners building projects over
  $50,000 in value, for further assistance call (602) 716-6056
☐ Subcontractors list (prior to intermediate inspections)

Submittal Requirements for New/Shell Building:
☐ Structural Calcs (2 sets)
☐ Soils Report (2 sets)
☐ Truss/Joist Calcs – may be deferred but deferral must be noted on construction plan sheet (2 sets)
  ☐ Truss package must include a stamped or a sealed letter from Engineer of Record
  ☐ Deferred submittal fees are $200 plus a $4 scan fee
☐ Project/Specifications Manual (2 sets)
☐ Grading Permit Application – T2, must be submitted prior to permit issuance; processed by
  Development Engineering Department

Submittal Requirements for Tenant Improvement (TI):
☐ Legible site plan with elevations (needed only if architectural changes are being made to the
  outside; 2 full-size sets)

For assistance contact a Permit Clerk at (520) 382-2600 or permits@maranaaz.gov.

Applicant Signature ___________________________ Date ________________

Town of Marana ~ Permits and Records Center
11555 W. Civic Center Drive
Marana, AZ 85653-7003
Phone: (520) 382-2600 ~ Fax: (520) 382-2641
Inspections: (520) 382-2637
www.maranaaz.gov

For office use only
Initial: __________

Permit number: ____________________________
Site address: ____________________________
Time stamp: ____________________________

Rev. Apr-15
### Basic Submittal Requirements for Tenant Improvements (TI) (continued):

- **Section/Details:**
  1. Provide section & details for new construction.
  2. Indicate construction of fire partitions & barriers, membrane and through penetration assemblies (if applicable)

- **Electrical Plan:**
  1. Plan view showing outlets, lights and circuits
  2. Panel schedule w/ circuits, over current devices and conductor sizes
  3. Load calculations & service size
  4. One line diagram of electric service distribution

- **Plumbing Plan:**
  1. Plan view showing layout of fixtures to include drain, waste & vent, water/gas piping (As needed for T.I. design)
  2. Provide plumbing fixture schedules & gas/water pipe sizing calculations (As needed for T.I. design)

- **Mechanical Plan:**
  1. Plan view of ductwork indicating sizes & equipment location.
  2. Provide equipment schedule: BTU rating, fuel source, KV rating, electrical data, CFM, & seer rating
  3. Provide combustion/relief air and exhaust ventilation sizes
  4. Provide outside air ventilation calculations

- **Restaurant & Food Establishments Requirements:**
  1. Drawings & specifications of hoods, ducts & chases
  2. Indicate fire suppression systems
  3. Indicate size & location of grease interceptor
  4. Provide Pima County Wastewater Industrial Waste permit, if required
  5. Provide Pima County Health Department permit

### NOTE: For further assistance contact

**Robert Camps**
Senior Plans Examiner
520-382-2614
rcamps@marana.com

**Paul Froehlke**
Senior Plan Examiner
(520) 382-2600
pfroehlke@marana.com
Expedite Plan Review Program

General Information

The Town of Marana Building Safety Department’s Expedited Plan Review program is intended to assist the special needs of our customers by offering expedited review services without adversely impacting our normal plan review activity. Expedited review status entitles the submittal to special handling on the initial submittal and two (2) resubmittals. This program is limited to building permits and to minimize the impact on normal plan review commitments.

This program is not applicable for fire code review. An expedited plan review service for fire code review is subject to the policies by the fire district provider.

Our expedited plan review service is subject to staff availability and current work volume. Granting status for expedited plan review can only be given by the Building Safety Director.

Eligibility
Eligible Building Permit Types:
New Residential or commercial building permit applications, except for the following:

- Any building or portion thereof classified as a Hazardous Occupancy (H-1, H-2, H-3, H-4 or H-5).

EXPEDITED PLAN REVIEW FEE & TIMEFRAMES:
EXPEDITED PLAN REVIEW FEES WILL BE PAID IN FULL AT THE TIME OF INITIAL APPLICATION FOR A PERMIT IS MADE.

Option 1: Plan review of the submittal will be completed in half of the prescribed timeframe for the submittal type. (Calculated Plan Review Fee + 50% of plan review fee = Expedited Plan Review Fee)

Option 2: Expedited plan review timeframe is subject to agreement between the applicant and the building official. (Calculated Plan Review Fee + 100% of plan review fee = Expedited Plan Review Fee)
How to Apply

Applications for expedited plan review require a signed Expedited Plan Review Request Form submitted to the Building Official. Receipt of the Expedited Plan Review Request Form does not indicate approval for expedited plan review. Upon approval of the request the applicant will be notified by the senior permit clerk.

Once the request is received by the Building Official a meeting will be scheduled with the project contact to discuss the request. At the conclusion of the meeting, the project contact will be notified of the time frames for review, the cost of expedited plan review and what will be required in terms of completeness of the construction documents. Expedited plan review fees will be paid in full upon permit application and submittal of the construction drawings.

Review time frames are based on working days. Working days are Monday through Friday excluding holidays. The date of submittal or resubmittal is not included in the estimated turnaround time for plan review.

Building plan revision may cause the approved request for expedited service to be revoked. Building plan revision will be subject to approval by the building official prior to resubmittal. Deferred submittals are not a qualifying submittal for this program.
EXPEDITED PLAN REVIEW REQUEST FORM
(Please Print Clearly)

Project Name: ________________________________

Project Description: ________________________________

Project Location (Include APN): ________________________________

COMPANY NAME: ________________________________

COMPANY ADDRESS: ________________________________

COMPANY CONTACT: __________________ PHONE #: ________________

EMAIL: __________________

PERSON REQUESTING EXPEDITED PLAN REVIEW: ________________________________

DESIGN PROFESSIONALS

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SIGNATURE OF GUARANTOR: __________________ DATE: ________________

- THIS REQUEST FOR EXPEDITED PLAN REVIEW IS NOT GUARANTEED AND IS SUBJECT TO STAFF AVAILABILITY AND APPROVAL BY THE BUILDING SAFETY DIRECTOR.

(FOR OFFICE USE ONLY)

DATE OF REQUEST: __________________ AGREED UPON REVIEW TIME: ________________

Request Approved  Request Denied

Expedited Plan Review Fee: ________________

PRINT NAME: ________________________________

TITLE: ________________________________

SIGNATURE: __________________ DATE: ________________
INTERNAL SERVICE TARGET

ALLOWABLE REVIEW TIMEFRAMES PER SB 1598

NEW RETAIL COMMERCIAL

25 Days 60 Days

TENANT IMPROVEMENT

25 Days 60 Days

CERTIFICATE OF OCCUPANCY

5 Days 15 Days

REMODEL/ADDITIONAL RETAIL COMMERCIAL

10 Days 60 Days