

	<p><b>STANDARD OPERATING POLICY AND PROCEDURE</b></p> <p>Community and Economic Development</p>	<p>Number:</p> <p><b>1-2</b></p>
<p><b>Subject: Permit Issuance Requirements for Tenant Improvements</b></p>		<p><b>Approval Date:</b> June 8, 2006</p>
<p><b>Approval:</b> Chuck King, Building Official</p>		<p><b>Effective Date:</b> July 8, 2006</p>

## 1.0 PURPOSE

This memorandum is to clarify the Town of Oro Valley's requirements for issuance of permits for Tenant Improvement projects.

## 2.0 DISTRIBUTION

Public, Community and Economic Development (CED) Personnel

## 3.0 REVISION HISTORY

Updated August, 2015

Updated February, 2019 –New Code Adoption

## 4.0 CODE REFERENCE

2018 International Building Code (IBC), Section 2508.2.1;

SOP 8-1 for Golder Ranch Fire District Requirements

## 5.0 POLICY

Building Shell permits, Landlord Improvement permits (not for occupancy), and Tenant Improvement permits (for occupancy) must be coordinated to ensure all construction elements are included to result in a final structure that is acceptable. Prior to acceptance of a tenant improvement (TI) plan for review, the building shell permit must have been issued. The plans examiner may be unable to review or issue a TI permit if a permit for the building shell has been issued but is not complete. Coordination between construction of building shells and TI permits is the responsibility of the property owner and contractor.

Building Permit Release Requirement for Tenant Improvements:

1. A Pre-construction Meeting with the Town of Oro Valley is required. Attendees shall include the general contractor's project superintendent for the TI, the Business Owner for the TI (or designated representative) and the project architect, when appropriate.
2. Fire-flow to the site must be in place, tested, inspected, and approved, by the Fire Marshal prior to issuance of any building permits (shell or TI) and prior to placement of combustibles on site, including construction trailers. Permits with limitations may be issued with conditional approvals, prior to completion of fire-flow.
3. The building shell must be weather-tight prior to installation of gypsum board, in accordance with 2018 IBC, Section 2508.2.1. This work shall be completed and the inspection approved prior to the release of a landlord improvement or a TI permit.

The automatic fire sprinkler system for the building shell shall be completed and approved by the Fire Marshal prior to placement of combustibles within a tenant improvement space, and prior to making connection to or modifying the Building Shell fire sprinkler system.

\*At no time may occupancy of a tenant improvement space occur, either for start-up operations or to the public, until substantial completion is obtained for the building shell.