



**Town of Oro Valley**  
Community and Economic Development Department

Bulletin 8/4/2022, Revision 5/24/2023

**Final Inspection Process Amendment:**

To streamline our building finals and create a more user-friendly process to close out a permit and/or obtain a Certificate of Occupancy (COO), we are implementing the following changes after staff verifies all permits were issued and fees have been paid:

- ❖ Permit Technicians will no longer receive submittals of *Permit Closeout Docs* through the SmartGov portal.
- ❖ All close out documents and inspection reports will be sent to the Inspector via email.
- ❖ Inspectors will assume responsibility for review of closing documents, inspection reports, and permit finalization.
- ❖ The inspectors to verify, review and approve signatures for Air Balance reports.
- ❖ Note - Only the as-built (final plan record set) will be submitted through the portal.

Please follow the steps below to ensure documents are received by the appropriate Inspector:

- Request an inspection through the Customer Portal
  - a. *See attached list of inspection types requiring a report*
- Check the portal any time after 4PM the day before the inspection to see which Inspector is assigned
- Email the reports or documents to the assigned Inspector with a copy to the Division's Sr. Office Assistant
  - a. *Emails should contain the permit number in the subject line and only attachments related to the inspection(s)*
  - b. *See attached list of Inspection staff emails*
- Do not send reports or documents until the inspection is requested (*Inspectors will not be looking for these documents until they have been assigned the related inspection*)
- Day of Final inspection: **Approved** – A Certificate of Occupancy is available for download within one working day. **Denied** – Cause and actions required, available no later than 5pm.

Thank you and we look forward to making this transition as smooth as possible.

Any questions may be emailed to your primary Inspector, or our \*Sr. Office Assistant.

*Oro Valley, it's in our nature.*

## Supplemental Attachment

### Inspection Emails

Building Inspectors	Building Official   Sr. Office Assistant
Tim McGuire - <a href="mailto:tmcguire@orovalleyaz.gov">tmcguire@orovalleyaz.gov</a>	Larry Merrell, Building Official – <a href="mailto:lmerrell@orovalleyaz.gov">lmerrell@orovalleyaz.gov</a>
Erik Munson - <a href="mailto:emunson@orovalleyaz.gov">emunson@orovalleyaz.gov</a>	*Carrie Rowley, Sr. Office Assistant – <a href="mailto:crowley@orovalleyaz.gov">crowley@orovalleyaz.gov</a>
Mark Thomas – <a href="mailto:mthomas@orovalleyaz.gov">mthomas@orovalleyaz.gov</a>	
Brian Snow – <a href="mailto:bsnow@orovalleyaz.gov">bsnow@orovalleyaz.gov</a>	<b>Engineering Inspectors</b>
Jason Renteria – <a href="mailto:jrenteria@orovalleyaz.gov">jrenteria@orovalleyaz.gov</a>	Ralph Dominquez – <a href="mailto:rdominguez@orovalleyaz.gov">rdominguez@orovalleyaz.gov</a>
	Richard Leigh – <a href="mailto:rleigh@orovalleyaz.gov">rleigh@orovalleyaz.gov</a>

### Types of inspections requiring a document/report

AIR BALANCE-BLDG SAFETY ADMIN	CHLORINATION-BLDG SAFTY ADMIN
BLOWER DOOR FINAL	FEMA FFE CERT (CALL 229-5044)
C OF O FIRE	HEALTH
ENERGY CONSERVATION FINAL	ENGINEERING ROUGH GRAD/PAD ELEV CERT <i>*email the pad elevation cert to your engineering inspector</i>
FIRE ALARM SYS	SPC INSP CONCRETE
FIRE ALARM	SPC INSP MASONRY
FIRE CODE GEN	SPC INSP STEEL/WELD
FIRE FINAL	SPC POST TSN RPT
FIRE FUEL SYST	SPC POST-INSTL ANCR “for epoxy set anchors”
FIRE GENERAL	SPC SOIL COMPACT
FIRE HOOD SUPPR	SPC SOIL COMPACT
FIRE SPRINKLER	SPECIAL INSPECTIONS (AS NOTED ON PLANS)
FIRE TENT	

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