



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

**Commercial Building Construction Informational Guide**

Permit number: \_\_\_\_\_

Business/Project name: \_\_\_\_\_

Project superintendent: \_\_\_\_\_ Phone #: \_\_\_\_\_

The following information is meant to help the contractor and business owner become familiar with the Town's processes and procedures in order to have a successful building project and ultimately receive a Certificate of Occupancy for the project.

**1. PERMIT ISSUANCE** - The following are required prior to issuance of the permit:

- Payment of all permit related fees
- Provide a PDF copy of the following documents via e-mail to [permits@orovalleyaz.gov](mailto:permits@orovalleyaz.gov) and please reference the permit number:
  - Construction schedule
  - General Contractor information to include business name, TOV Business License and ROC numbers
  - List of all sub-contractors with their business names and ROC numbers provided
  - Proof of payment of sewer connection fees to Pima County (e.g., receipt), if applicable
  - Completed Special Inspection Agreement Form, if applicable
  - Signed copy of this checklist – signature line is on the last page.

**2. CONSTRUCTION PLANS** – Approved plans are issued digitally via e-mail with the permit and inspection card. Be aware of the following:

- The Permittee (i.e., applicant, contractor, etc.) is responsible for having a printed copy of the following on the job site and available for use by the Town Inspector:
  - Town approved construction plans
  - Inspection Card (white paper is acceptable)
  - Supporting documents: Special Inspector and Energy Reports.

**Note:** Failure to have printed copies of the items above on the job site may result in a failure of inspections.

- Proposed plan revisions or deferred submittals should be submitted as soon as possible. Be aware that reviews may take between 10-20 business days to complete. A new permit application describing the purpose of the revision is required to be submitted with all revision/deferred submittals.
- Do not install items that have been submitted as a revision or are listed as a deferred submittal until the plans for those items have been reviewed and approved by the Town.

**3. INSPECTIONS**

- Inspections can be scheduled online through the Town's Citizen Self-Service website. Here is a link with additional information and to access the site:

<https://www.orovalleyaz.gov/Government/Departments/Community-and-Economic-Development/Services/Schedule-Inspections>

- Inspections are generally performed between the hours of 8:30 am and 3:30 pm. If not ready for a scheduled inspection, you must cancel by 8:30 am by calling (520)229-4830.
- To speak with an Inspector for an estimated inspection timeframe, call (520) 229-4830 between 8:00 and 8:30 am.
- Performed work must be ready for the inspector when they arrive and work is not to be concealed prior to inspection.
- Access to the property or tenant spaces must be provided for inspection, and a means to access areas such as roofs must also be provided (by use of OSHA-compliant equipment)
- Inspections outside of normal work hours may be available on a limited basis. These are charged at \$60 per hour (2 hour minimum) and requests must be requested and pre-approved well in advance.
- Be aware of the following specific inspections types:
  - Engineering Site Inspection Requirements
    - **Site Accessibility:** New sidewalks, hardscaping, and accessible parking areas will be inspected with a 2' digital level to verify maximum 2% cross slope and longitudinal slopes as approved.
    - **Final Site Inspection:** A final site inspection will be performed to verify the site has been cleaned of construction debris, dumpsters have been removed and sidewalks, wheel stops or landscaping was not damaged.
  - Zoning Inspection Requirements
    - **Building Colors and Materials:** Inspections will be performed to ensure the exterior matches the approved architectural design, including paint colors, materials and exterior finishes.
    - **Water Conservation:** An irrigation audit is required after the installation of new landscaping and irrigation. Also, the property owner should consider signing up for the "WaterSmart" program to help detect water leaks or abnormal usage. See attached for more information.
    - **Outdoor lighting:** Exterior wall mounted light fixtures cannot exceed 9' from finished grade to the center of the fixture. Pole mounted lights cannot exceed the plan approved height.
    - **Public Art:** New commercial buildings require that public art be installed prior to issuance of the CofO. Public art must be reviewed and approved by the Town prior to installation.
    - **Roof:** Coating material for roofs or inside of parapet walls must match the architecture approved color or must be a color that matches or blends with the building. Be aware that white is not an acceptable color as it exceeds the maximum 60% reflectivity requirement.
    - **Screening:** New mechanical equipment must be screened from public view. This requirement applies to both roof and ground mounted equipment.
    - **Signage:** Separate permits are required for exterior signs. Attached is a sign packet highlighting sign types that may be useful for you and the new business.
  - Fire Inspection Requirements – See attached informational handout from Golder Ranch Fire (GRFD)
    - **Combustible materials:** Combustibles, including construction trailers, are not allowed on site without established fire flow.
    - **Inspections:** Contact 520-825-5959 to schedule fire related inspections. GRFD performs fire inspections within the Town of Oro Valley.
    - **Knox-box:** New construction will require that a key to the business is provided so that it can be placed in the Knox-box for emergency access by the Fire Department. If there's not a Knox-box currently located on the building, one will need to be purchased. Contact GRFD for instructions to purchase one that is compatible with their keyed access.

- **Access:** Approved fire apparatus access shall be provided throughout the project during the construction process.
- Water Utility Requirements
  - **Inspections:** Contact 520-229-5017 to schedule Water Utility or 520-940-4976 for backflow.

**4. CONSTRUCTION WORK HOURS:**

- Standard construction work hours are from 6:00 am to 6:00 pm, seven days a week.
- Concrete related work hours are as follows: From April 15 thru October 15, work hours are 5:00 am until 7:00 pm. From October 16 thru April 14, work hours are the standard 6:00 am to 6:00 pm.
- An *Extended Construction Work Hours Permit* is available on a case by case basis as approved by the Building Official. Requests should be made at least two weeks in advance of the date(s) needed.

**5. CERTIFICATE OF OCCUPANCY (C of O) AND PERMIT CLOSEOUT**

- The following items need to be completed and submitted to the Town in a PDF format via a-mail to [permits@orovalleyaz.gov](mailto:permits@orovalleyaz.gov) for issuance of the C of O:
  - Completed Inspection Card – all building and fire safety inspections need to be signed
  - Business License – confirmation of a valid TOV business license is required
  - Golder Ranch Fire District final inspection report
  - Chlorination Report – required if potable water lines are modified or newly installed with the project. Lab results **and** a narrative are required; see attached for an example report.
  - Mechanical Air Balance Report – Mechanical Air Balance Reports require review and approval from the engineer of record when there are two or more mechanical units.
  - Pima County Health Department Certificate - required for restaurants or food service projects.
- A Temporary Certificate of Occupancy may be available for stocking, training, or initial public openings. Temporary C of O requests are evaluated on a case by case basis and require that minimum life safety elements are in place and specific conditions are met.
- Please be aware that C of O's are generally issued via e-mail within 24-hours of receiving all required approvals and documents as described above.

**6. POLICE DEPARTMENT**

- Adopt-a-Business - In order to actively promote better communication for crime prevention, the Police Department has an established "Adopt-a-Business" program. We encourage the business owner to contact Courtney Nicholson at (520)229-4964 or [cnicholson@orovalleyaz.gov](mailto:cnicholson@orovalleyaz.gov) for more information.

**7. ECONOMIC DEVELOPMENT**

- Economic Development staff provides information about free advertising opportunities, is a resource for local networking opportunities and connects new businesses with the Oro Valley Chamber who handles ribbon cuttings and grand openings.
- You may contact Margie Adler at (520) 229-4758 or [madler@orovalleyaz.gov](mailto:madler@orovalleyaz.gov).

**Project Superintendent, please sign here to acknowledge you have read this Guide:**

\_\_\_\_\_ **Date**\_\_\_\_\_

We encourage you to please share this information with the business owner or owner's representative. Please feel free to reach out to Town staff if you have any questions at any point during construction. Thank you.