

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

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 Development and Public Works (CDPW) Personnel

3.0 REVISION HISTORY

Updated August, 2015

4.0 CODE REFERENCE

2012 International Building Code (IBC), Section 2508.2;
 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 T.I. permit if a permit for the building shell has been issued but is not complete. The coordination of building shell and T.I. permits is the responsibility of the property owner and contractor.

Building Permit Release Requirement for Tenant Improvements:

1. A Preconstruction Meeting with the Town of Oro Valley is required. Attendees shall include the Owner/Developer for the T.I. and the building shell (if different) or designated representative; the general contractor's project superintendent for the T.I. and the building shell (if a different contractor); and the project registrant (architect/engineer) as appropriate.
2. Fire flow to the site must be installed, tested, inspected and approved by the Town Fire Marshal prior to issuance of any building permits (shell or T.I.) and prior to placement of combustibles on site, including construction trailers. Permits may be issued with conditional approvals excluding placement of combustibles from the site until fire flow is complete.
3. The building shell must be weather-tight prior to installation of gypsum board, in accordance with 2012 IBC, Section 2508.2. Plan review staff shall include a "Weather-tight for Tenant Improvement" inspection with building shell permits. This work shall be completed and the inspection approved prior to the release of any T.I. permit, including a landlord improvement.

The automatic fire sprinkler system for the building shell shall be installed and approved by the Fire Marshal prior to installation 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.