



Development and Infrastructure Services
Permitting Division

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Tenant Improvement Classifications and Review Goal Days

Class I: (10 day maximum review time) **

Qualifying elements:

- **No structural modifications (new roof loads, openings in bearing walls)**
- **Minimal mechanical, plumbing or electrical revisions (i.e. rerouting existing ductwork with no significant increase in length, moving existing fixtures with no appreciable increase in pipe length and relocating existing electrical components).**
- **Occupancy load less than '50' fifty.**
- **Either a B (Business Office) or M (Mercantile / Retail) Occupancy.**
- **No fire separation issues (no fire separation walls shown or required).**
- **No changes to occupancy or building area.**
- **No changes to fire alarm and fire sprinkler plans.**

Examples of businesses that could qualify in this category are: retail shops that add only a customer service counter with cash register and display racks, exercise facility that adds only customer service counter, needs no additional toilet room(s). All Class I tenant improvements regardless of the type of business must also fall within the above guidelines.

Class II: (10 day maximum review time) **

Qualifying elements:

- **Minimal structural modifications (i.e. add mechanical loads to the existing roof structure, change door/ window openings, no additions to the building).**
- **Minor mechanical, plumbing and electric revisions (i.e. addition of ductwork, addition of plumbing fixtures, addition of electrical components which does not require an increase to the existing service).**
- **No A (Assembly), E (Education), or I (Institution) occupancies, unless the use is an existing A, E, or I occupancy and meet all other elements for a Class II.**
- **No fire separation issues**
- **Minor changes to fire sprinkler plans (relocation of heads, no additions to system).**
- **Minor changes to alarm plan (no additions to system).**

Examples of businesses that could qualify in this category are: retail shops, exercise facilities, business offices, etc. that adds only a customer service counter with cash register, display racks and interior partition walls or modular office spaces that do not require additions to the fire sprinklers or alarm systems, exercise facility that adds only customer service counter, needs no additional toilet room(s). All Class II tenant improvements regardless of the type of business must also fall within the above guidelines.

Class III: (20 day maximum review time) **

Qualifying elements:

- **Structural modifications.**
- **Comprehensive building, fire, mechanical, plumbing, and/ or electrical review required.**
- **Fire separation issues.**
- **Changes in occupancy and/ or building area.**
- **Improvement is for an A, E, or I occupancy.**
- **Additions to fire sprinkler system.**
- **Additions to fire alarm system.**
- **The first time the structure and/ or space is occupied.**

The counter staff will conduct a preliminary review using these guidelines and alert the plan review staff which classification and timeline has been selected. Upon receiving the plan, the plans examiner will review the plans to verify the classification selection. The applicant will be notified of the timeline selection.

** Goal Review days reflect the maximum review time allowed for 1st and 2nd submittals. 3rd and subsequent review times are less and may vary based on the scope of changes made to the plan set.