



Town of Oro Valley Special Use Permit

**PLANNING AND ZONING
BUILDING SAFETY
TOWN OF ORO VALLEY
11000 N LA CANADA DRIVE
ORO VALLEY, AZ 85737
WWW.OROVALLEYAZ.GOV**

PHONE (520) 229-4800 FAX (520) 742-1022

**GOLDER RANCH FIRE DEPARTMENT
FIRE MARSHALL - STEVE SCHOON
PHONE (520) 825-9001**

INSTRUCTIONS AND CHECKLIST

SPECIAL USE shall mean a temporary use of a property for a special event, which may or may not, be in compliance with the standards of the zoning district in which it is to be located. Said uses, which may be public or private, may include, but are not limited to civic, philanthropic, educational, religious, sporting and/or social events, fund-raisers or holiday sales, or any other special temporary use, as may be deemed analogous to these examples by the Planning and Zoning Director.

The Town requires submittal of Special Use Permit Application (see Building permit application) not less than **15 days prior** to the scheduled event. Since some of the contractors involved in setting up these events may be from out of state, it would be advised to submit the application and all the required documentation (including additional permits for building, electrical, signage etc.) listed below no later than **30 days prior to the event**. This should allow time for the initial review to be performed by Town staff and any corrections that may be necessary to be prepared then resubmitted to the Town for a second review.

STEP 1: APPLICATION

- Complete a building permit application for the special event.

Submit six (6) copies of the following:

Must include a separate written narrative describing the event with information such as:

- Location description
- Event description (like craft show, Christmas tree lot, Fall Festival, etc.)
- Expected crowd attendance
- Set up time and hours of operation
- Dates of the event
- Estimates of traffic impacts
- Additional security and maintenance measures, and traffic control to be employed, if applicable. How the site will be secured (barricaded) from traffic.

Must provide and attach a dimensioned site map of the event area.

- 8 ½" X 11" of the property's development plan with location of event shown.
- Detail all parking
- Adjacent streets
- All proposed temporary structures, tents, restrooms and booths
- Show all existing buildings and structures used for the event

- Provide and attach written permission from the property owner, if other than the applicant. Name and phone number of the property owner.
If the event is held on Town owned property, you will need the signature of the appropriate Town official noted on the application.

Electrical, mechanical and plumbing:

- Include details for additional electric/power installation (generator/temp power)

Tents and/or temporary buildings:

- If tents or temporary buildings will be used for this event then provide details as described in the attached “Building Code Requirements”.
- Plans requiring architectural or engineering certifications may be required for certain structures and work and are detailed in this packet. Fees for these permits are determined by the nature and extent of the work and are collected upon issuance of the permit

Signs:

- Sign permits (banners) are required for all signs used to advertise the event. An additional building permit application and fee will need to be submitted for signs.

Fireworks:

- See attached Golder Ranch application if the proposed event will be having a fireworks display.

STEP 2: PERMITS & FEES

- Pay the Special Use Permit fee of **\$370.00**, required at time of submittal.
- Note: Corporate offices should plan for this fee in advance of application.
- Fees apply to all commercial and non-profit organizations.
- Secure any business and or tax licenses required for sales. Contact the Town Clerks office at 520-229-4700.

- Permit must be kept on site at all times.

STEP 3: INSPECTIONS

Once all plans have been reviewed and approved, you will receive the appropriate permits and an inspection schedule. Schedule inspections well in advance of the event, when possible. If the event is held on the weekend, you will need to schedule at least five days in advance. To schedule all special event inspections call the IVR at 229-4898 or Building Safety at 229-4800.

Special Use Permit Criteria for Approval

Upon staff certification that all required information has been submitted, the materials will be disseminated to the Police Department, Building Safety Department, the Fire Department, the Town Clerk's office and any other department requiring review of the plans, based on the special use requested. Each reviewer will be required to provide comment to the Planning and Zoning Director within 5 working days of receipt. The Planning and Zoning Director shall consider the response from the reviewing departments and the potential negative impacts of the proposed special use on surrounding properties with respect to:

1. Damage or nuisance arising from noise, smoke, odor, dust, vibration or illumination;
2. Hazard to persons and property from possible explosion, contamination, fire or flood;
3. Unusual volume or character of traffic not adequately addressed through traffic control measures; and,
4. Compatibility of said special use with the surrounding area.

Approval and Issuance of Special Use Permit

1. If all four findings are met and all Town concerns are, or can be satisfied, the Planning and Zoning Director may approve and authorize issuance of the requested special use permit. A time limit, not to exceed 60 days, and any other conditions deemed necessary to protect the public health, safety and general welfare, may be imposed as conditions.
2. At his/her discretion, the Planning and Zoning Director may grant temporary modifications to Zoning Code requirements specific to the needs of a special use on a case-by-case basis. Any such modification approved shall not be construed as precedent setting, nor shall it be deemed applicable to any other special or permitted use.

Other Permits Required

Subsequent to approval, the applicant for the special use permit must obtain from the Town Clerk all necessary business and tax licenses required to operate within the Town.

Revocation of Special Use Permit

The violation of any condition imposed by the Planning and Zoning Director on special use permit approval shall constitute a violation of this ordinance and, subject to 24 hours' notice, said permit may be revoked. If revocation of a special use permit occurs, said special use must be curtailed at the end of the 24 hour notification period.

BUILDING CODE REQUIREMENTS

1. Sections 107, 2702.2.9, 3102 and Section 3103 of the 2006 International Building Code and Article 590 of the 2005 National Electrical Code establishes the criteria for the use of tents and other membrane structures and associated wiring for temporary installations for a period of less than 180 days. (90 days for wiring)
2. Temporary structures are required to conform to the strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the Building Code to ensure the public, health, safety and general welfare.
3. Building permits are required for temporary structures that cover an area in excess of 120 square feet and are intended to be used for the gathering together of ten or more persons.
4. Structures are required by the Building Official to have an engineering design demonstrating that the structure and its supporting system is capable of withstanding the wind loads for this area. Our equivalent basic wind speed is 90 mph. The design criterion is located in Section 1609 of the International Building Code. An alternative to providing an engineering design to comply with these criteria is to provide a design for lesser wind loads along with a written agreement and plan to continuously monitor the wind speeds during the operation of the event and evacuate the structures if wind speeds exceed the wind design load of the structure(s).
5. Arizona State law requires persons who practice the profession of architecture, assaying, engineering, geology, landscape architecture, or land surveying to secure a certificate of registration from the Arizona State Board of Technical Registration in order to practice their profession within the state of Arizona.
6. Temporary power installations are required to comply with Article 590 of the Electrical Code.
7. Compliance with the Fire Code is required and verification of compliance is made by the Town Fire Marshal through review of the site plan and construction documents submitted.
8. The permit application and construction documents are required to include:
 - a. A site plan indicating the location of the temporary structure
 - b. Engineering design & erection details for temporary structure(s)
 - c. A floor plan defining the means of egress and the occupant load
 - d. Applicable electrical plans showing the location & size of electrical service, location of generator (when applicable), all electrical equipment, appliances & lighting fixtures, type of wiring used and wiring methods.

Normally a floor plan showing seating arrangements, stages and exiting (location of exits, exit width & aisle widths) for the area under the tent is acceptable when accompanied with details for the temporary electrical system and the erection details for any temporary structures. When stages are being set up, it will be necessary to provide erecting details for the stage and details for any required stairs, handrails and guardrails.

GOLDER RANCH FIRE DISTRICT

Community Risk Division

Helping to make our community a better, safer place to live!



Application For Display of Fireworks

Date:

Please print / type legibly the information requested

Name of sponsoring organization:	
Address:	Phone:
Name of person in-charge of the display:	Phone:

Name(s) of persons actually setting up and firing the display:

Fireworks Company:	Address:		Phone:
Name:	Age:	Address:	Phone:
Name:	Age:	Address:	Phone:

Exact date and time of setup:	Exact date and time of display:
Exact location of display:	
Number and kinds of fireworks to be discharged: (attach additional sheets if necessary)	
Manner and place of storage of fireworks:	

The completed form must be returned to the Fire Prevention Bureau at least (30) days prior to the date of the display. Include a copy of a CERTIFICATE OF GENERAL LIABILITY INSURANCE for a minimum of ONE-MILLION DOLLARS, a picture ID for the person in charge of firing this display, a site map, and a display listing. This form will be returned to the sponsoring organization and the person in charge of firing the display. The APPROVED copy of the form must be on site during setup and display.

Fire Marshal	Approved		Signature	Date
	Yes	No		
Fire Chief	Yes	No		

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A site map should include all of the following:

1. Diagram of the grounds on which the display is to be held.
2. Show the point at which the fireworks are to be stored.
3. Show the point at which the fireworks are to be discharged.
4. Show the location of buildings.
5. Show the location of roadways.
6. Show the location of points of fire department access.
7. Show the location of overhead communication and power lines.
8. Show the location of lines behind which the audience will be restrained.
9. Show the location of nearby trees.
10. Show the location of natural desert areas.

A current City of Tucson Fireworks Shooter's Card is required to be in possession of the shooter. To obtain a Shooter's Card, or for information, please call the Tucson Fire Department Hazardous Materials Unit at (520) 791-4014.

TOWN OF ORO VALLEY - BUILDING PERMIT APPLICATION

APPLICANT TO FILL OUT TOP PORTION OF PERMIT APPLICATION (PLEASE PRINT)					Permit #
ALSO, PLEASE COMPLETE GRADING AND CONTRACTOR INFORMATION ON INSIDE.					
PROJECT ADDRESS				SUBDIVISION NAME	
SECTION/TOWNSHIP/RANGE	ASSESSORS PARCEL#	BOOK/PAGE/SHEET	OV CASE NUMBER	ZONING	LOT#
APPLICANT		MAILING ADDRESS		CITY/STATE/ZIP	
PHONE		E-MAIL			
FAX					
PROPERTY OWNER		MAILING ADDRESS		CITY/STATE/ZIP	
PHONE		E-MAIL			
FAX					
CONTRACTOR		MAILING ADDRESS		CITY/STATE/ZIP	
PHONE		E-MAIL			
FAX					
CONTRACTOR'S ORO VALLEY BUSINESS LICENSE #		STATE TRANSACTION PRIVILEGE (SALES)TAX#	REGISTERED WITH ORO VALLEY FOR TOWN SALES TAX? YES ___ NO ___	CONTRACTOR'S LIC.#	
ARCHITECT, ENGINEER OR DESIGNER (CIRCLE ONE)		MAILING ADDRESS		CITY/STATE/ZIP	
PHONE		E-MAIL			
FAX					
DESCRIBE WORK					
ORO VALLEY MODEL# AND NAME/BUSINESS NAME IF COMMERCIAL PROJECT				STATED VALUATION OF WORK	
LIST MODEL OPTIONS (If Applicable)				DATE OF APPLICATION ___/___/___	
<p>NOTICE: §R105.1, IRC or §105.1, IBC Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.</p> <p>Application for which no permit is issued within 180 days following the date of application shall expire by limitation regardless of the status of the application, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. An extension may be requested in writing prior to expiration.</p> <p>A permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. An extension may be requested in writing prior to expiration.</p> <p>I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p>					
APPLICANT'S SIGNATURE:			PRINT NAME:		
(DO NOT WRITE BELOW THIS LINE)					
USE DESCRIPTION FROM VALUATION TABLE	SQUARE FEET	OCCUPANCY GROUPS		DEPOSIT INFORMATION	
		TYPE OF CONSTRUCTION		AMOUNT \$	
		# OF STORIES	# OF UNITS	CASH _____	
		ADD PLUMBING FIXTURES? _____ Y _____ N		CHECK ___ CHECK # _____	
		FIRE SPRINKLERS? _____ Y _____ N		TRUST ACCOUNT _____	
WATER METER SIZE (if applies):				TAKEN BY: _____	
				PLAN LOCATION:	