

	<b>STANDARD OPERATING POLICY AND PROCEDURE</b> Community Development and Public Works	Number:  <b>1-13</b>
<b>Subject: Permit Requirements for All Businesses in Oro Valley</b>		<b>Approval Date:</b> August 21, 2008
<b>Approval:</b> Chuck King, Building Official		<b>Effective Date:</b> August 21, 2008

**1.0 PURPOSE**

All businesses located in Oro Valley are required to have a building permit when they relocate, change ownership, make improvements or build a new structure. This policy describes the various types of permits to satisfy this requirement.

**2.0 DISTRIBUTION**

Public, Community Development and Public Works (CDPW) Personnel

**3.0 REVISION HISTORY**

August, 2015

**4.0 CODE REFERENCE**

2012 International Building Code (IBC), Section 111.1

**5.0 POLICY**

All businesses located in Oro Valley require a building permit prior to occupying a space. This is true regardless of the size of the business, if the business changes ownership but makes no other changes, or if the business changes but no improvements are to be made to the tenant space. A separate permit application and review process is required for business signs.

There are three options for building permits that will result in a Certificate of Occupancy (C of O) that are applicable, and are outlined as follows:

**1. Investigative Inspection Permit**

This permit is for business owners who will occupy a space that was previously used for a similar purpose and occupancy type, or for an existing business that changes ownership where no improvements or other changes to the space will be made, other than cosmetic (e.g. -paint, floor coverings). The fee for this permit will be based on a two hour minimum inspection at the currently adopted hourly rate. A simple floor plan showing dimensions, layout, exits, total area, and identifying the use must be submitted.

**Note:** An investigative inspection is not intended as a substitute for any type of tenant improvement permit.

**2. Tenant Improvement Permit (TI)**

This permit is for businesses that (1) change the type of occupancy or use of a building (2) make any mechanical, electrical, framing, or other changes to a structure to accommodate the new use (3) will occupy a space within a shell building that is used for the first time, regardless of the amount of work performed in the space. The cost of the TI permit is based on the total valuation of the work, inclusive of material, labor and other cost of construction for which the permit is being issued. This includes all permanent systems or affixed elements.

**3. Building Permit**

This permit is for businesses that are occupying a structure that is designed and built for them in its entirety. The cost of the building permit is based on the total valuation of the work, inclusive of material, labor and other cost of construction, for which the permit is being issued. This includes all permanent systems or affixed elements.