

# COMMERCIAL PLAN REVIEW

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**David Mann, P.E., Division Administrator**

The Commercial Plan Review division provides: a centralized review of all commercial plans submitted for building permits to ensure compliance with all applicable City codes;  
code related technical support for the Department and members of the public;  
and staff support for an assortment of code committees.

In general, a building permit is required when any structural change or alteration is made to a building or when any new construction is undertaken. When applicable, permits for mechanical, plumbing and electrical work are required.

All proposed projects must comply with all zoning ordinances. The city uses permits to regulate and ensure safe construction.

Several codes, some with local amendments, including codes and ordinances have been adopted by the City of Tucson, Development Services Department.

Plans are also reviewed to ensure compliance with federal, state, and local laws that govern construction. State Law prescribes that commercial projects require plans prepared and signed by an architect or engineer licensed by the State of Arizona.

A Certificate of Occupancy, (proof that a commercial space has been inspected for a particular type of business occupancy and meets fire code occupancy requirements) is required for all commercial spaces. There is no charge for a Certificate of Occupancy for new buildings or tenant improvements (requiring a permit), but they will not be presented until all final inspections are approved and signed off.

Temporary Certificates of Occupancy may be issued when:

- construction is almost completed,
- all inspectors have approved a temporary certificate of occupancy,
- inspectors have certified that the structure is safe to occupy , and
- either a cash or performance bond (**1% of value with minimum of \$1,000 and maximum of \$10,000**) has been posted with the City of Tucson.

Performance bonds may be obtained through an insurance or surety company.

Commercial review staff also review “change of use” (new tenant/new use), and “change of occupancy” (new tenant/same use) requests when tenants move into an existing space and no remodeling is required.

Demolition Permits are also reviewed by commercial review staff.

Interior demolition requires review of a site plan with a floor plan defining the limits of the area to be demolished and an interior demolition permit.

Total structure demolition requires a site plan, a Pima County Air Quality Activity permit for Demolition/Renovation, and verification of ownership.