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DSD MANAGEMENT TEAM

Director Ernie Duarte
791-5612
Deputy Director Jessie Sanders
791-5550
Deputy Director.....Craig Gross
791-5550
Management Coordinator..... Marjorie Gorski
791-5550
Building Code Administrator David Mann
791-5550
Engineering Administrator..... Jim Vogelsberg
791-5550
Engineering Manager Matthew Flick
791-5550
Zoning Enforcement Administrator.....Walter Tellez
791-5550
Principal Planner (Zoning Code Enforcement)..... William Balak
791-5550
Planning Division Administrator..... Vacant
791-5608
DSD Manager (Planning Review)Patricia Gehlen
791-5550
Principal Planner..... Wayne Bogden
791-5550
DSD Manager Randy Schuler
791-5550
Inspection Section Supervisor Stephen Long
791-5550
Signs Inspection Supervisor Debbie Capple
791-5550
Information Technology Section Manager Larry Shelton
791-5550

AIRPORT ENVIRONS ZONE

Subtopic	COMMERCIAL AND/OR RESIDENTIAL REVIEW
Section	ZONING REVIEW
Application	Airport Environs Zone (AEZ) Is part of a rate plan submittal and has no separate application
Fees	No fees required.
Submittal Requirements	2 rolled plans
Submittal Deadlines	May be submitted Monday – Friday 8:00 - 4:00
Review Periods	1 st review: Review period varies
Contact Phone Number	791-5608
Resources	Zoning Review Overlay Maps
Prerequisite Approvals	None
Possible Concurrent Reviews	Commercial and/or Residential Review

CERTIFICATE OF OCCUPANCY

Subtopic	NAME CHANGE ONLY
Section	ADMINISTRATION
Application	Certificate of Occupancy
Fees	See Development Standards
Submittal Requirements	Application & Fee Copy of old C of O or 1 last stamped, approved site plan (8.5" x 11") 1 floor plan (8.5" x 11")
Submittal Deadlines	Applications accepted 8:00 to 4:00, Monday - Friday
Review Periods	May be processed as walk-through if information is complete
Prerequisite Approvals	Sign Inspections Structural Review Zoning Review
Next Step	Call for sign & building inspection After all inspections approved, return for signed Certificate of Occupancy

CERTIFICATE OF OCCUPANCY

Subtopic	ADULT CARE CENTER 6-10 RESIDENTS
Section	ADMINISTRATION
Application	Certificate of Occupancy
Fees	See Development Standards (varies based on inspection necessity)
Submittal Requirements	application & fees 2 last stamped, approved site plans 2 floor plans
Submittal Deadlines	Applications accepted 8:00 to 4:00, Monday - Friday
Review Periods	May be processed as walk-through if information is complete
Resources	Land Use Code Codes and Ordinances
Prerequisite Approvals	Sign review, Fire Sprinkler Inspection Structural review Zoning Review
Miscellaneous Information	6 to 10 residents
Next Step	Call for sign & building inspection, after inspections approved, return for Certificate of Occupancy.

CERTIFICATE OF OCCUPANCY

Subtopic	CHANGE OF USE – NO REMODEL
Section	PLANS REVIEW
Application	Certificate of Occupancy
Fees	See Development Standards
Submittal Requirements	Application & Fees 1 rolled, stamped and last stamped, approved site plan (8.5" x 11" or 11" x 17" also accepted) 1 rolled floor plan
Submittal Deadlines	Applications accepted 8:00 to 4:00, Monday - Friday
Review Periods	20 working days
Contact Phone Number	791-5550 (ask for Plan Intake)
Resources	1) Development Standards 2) Land Use Code 3) Codes and Ordinances
Prerequisite Approvals	Sign Inspections Structural Review Zoning Review
Next Step	Call for sign & building inspection, after inspections approved, return for Certificate of Occupancy.

(TEMPORARY) CERTIFICATE OF OCCUPANCY

Subtopic	TEMPORARY CERTIFICATE OF OCCUPANCY
Section	Inspections
Fees	Bond Required See MISCELLANEOUS INFORMATION (below)
Submittal Deadlines	Written request to be submitted a minimum of 3 days prior to date Temporary C of O is needed
Review Periods	3 days, as explained above
Next Step	Upon completion and approval of all inspections, return for Certificate of Occupancy.
Contact Phone Number	Stephen Long, Inspection Manager, 791-5550 x1147
Resources	Uniform Administrative Code Amendment, Section 309.4
Prerequisite Approvals	Seven mandatory requirements listed in the handout and approval by building and sign inspectors. Handout may be obtained at the Ambassador's desk.
Miscellaneous Information	A cash or performance bond is required for a temporary C of O. The bond amount will be for 1% of the project valuation, with a minimum bond being \$1,000 and maximum \$10,000. The bond form can be obtained on-line. Please be sure to have the bond form notarized before submission to staff.

CODE INFORMATION

Subtopic	ORDINANCES AND CODES
Section	BUILDING CODE REVIEW
Contact Phone Number	(520) 791-5550 Ask for the Building Code Manager or a Commercial or Residential Plan Review staff member
Resources	<p>The City of Tucson Development Services Department has adopted the following codes:</p> <ul style="list-style-type: none">· 2003 International Building Code· 2003 International Residential Code· 2000 International Mechanical Code· 1999 New Jersey Rehabilitation Housing Code· 2002 National Electrical Code· 2000 International Energy Conservation Code· 1997 Uniform Housing Code· 1997 Uniform Administrative Code· 1994 State Plumbing Code· 1993 Outdoor Light Code· 1990 Sign Code <p>and local amendments by ordinance</p>
Miscellaneous Information	<p>Copies of the code books are available at City of Tucson Libraries. They may also be purchased from the International Code Council. www.ICCSAFE.ORG</p> <p>Copies of the local amendments by ordinance are available at the Tucson City Clerk's Office, 791-4213. They are listed on the Development Services Department Web Page www.ci.tucson.az.us/dsd/</p>

CODE COMPLIANCE

Subtopic	CODE COMPLIANCE REVIEW- Previous Owner Built
Section	PLAN INTAKE
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Application and Fees 2 floor plans of the existing addition 2 last stamped, approved site plans, dimensioned, showing location of construction and existing legal buildings 1 sales disclosure statement or evidence that previous building owner paid County property tax
Submittal Deadlines	Monday through Friday 8:00 to 4:00
Review Periods	Over the counter review
Contact Phone Number	Residential Plan Review - 791-5550 Plan Intake – 791-5550
Resources	Code and Ordinances
Miscellaneous Information	If, after initial inspection, the inspector determines that more work is needed, the inspector will note this on the plans and instruct the applicant to modify the plans and resubmit them to Residential Plan Check.
Next Step	Call for inspection. (See IVR)

CODE REVIEW - MINIMUM REQUIREMENTS

To facilitate plan review, add the following information to all applications and drawings:

1. Job address
2. Architect
3. Occupancy - Group (See: Chapter 3, Building Code)
Spell out in detail.
Examples: B=office-doctor OR dentist M=retail sales S-1=storage
4. Type of construction (Codes and Ordinances)
 1. Fire protection provide for:
 1. Walls #hours
 2. Columns #hours
 3. Beams #hours
 4. Floors #hours
 5. Roof #hours
 6. Partitions #hours
 7. Vert shafts #hours
 2. Indicate whether required or provided
 1. Automatic sprinklers
 2. Dry standpipes
 3. Wet standpipes
 3. Flame spread ratings of materials and finishes
 1. Vertical exits
 2. Horizontal exits
 3. Other spaces
3. Areas
 1. Actual
 1. Number of stories
 2. Height to roof line
 3. Parapet
 2. Allowable area:
 1. Basic
 2. Allowable increases
4. Occupant loads
 1. Number of exits & exit widths required total:
 2. Exit signs - lighted
 3. Corridor protection
 4. Panic hardware
5. Check Fire Code Requirements

COMMERCIAL BUILDING

Subtopic	TENANT IMPROVEMENTS - Walk-Through
Section	PLANS REVIEW
Application	Tenant Improvements
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	2 bluelines or 2 blacklines 1 copy of Certificate of Occupancy (for the building) 1 completed Code Review Checklist
Submittal Deadlines	Monday through Friday—sign up hours 8:00 to 9:30 a.m
Review Periods	Over the counter review based on: plan review workload; size of structure; cost of improvement; complexity of review. Plan submittal required for any plan with structural calculations or any construction requiring building permits for the first time in a shell building.
Contact Phone Number	791-5550 (Zoning Review)
Prerequisite Approvals	ADA Compliance
Miscellaneous Information	Shopping Center Tenant Improvements, as defined in LUC, must provide break down of existing uses by gross floor area.
Next Step	Changes of Use (defined as uses which require more parking than previously approved use) require full site plan review and compliance.

COMMERCIAL INSPECTIONS

Steve Long, Inspection Supervisor

Inspection Requests - Telephone Number: (520) 740-6970

Commercial Inspections are conducted to ensure that construction is safe. The Commercial Inspection section performs structural, mechanical, plumbing and electrical inspections.

Inspections may be required at various stages of each project. For example, retaining walls require inspections of the footing, after block is laid and steel is placed but before grouting, after backfill has been placed, and when all work is complete.

Inspections may be scheduled by calling **(520) 740-6970**, the City of Tucson/Pima County *Interactive Voice Response (IVR) System*. Staffing and workload permitting, inspections are scheduled one working day after the request is received. Inspections requested after 3:30 PM will be scheduled two working days after the request is received.

Construction permits are valid for 180 days and are automatically renewed for 180 days with each inspection request. One 180 day extension per permit may be requested in writing.

COMMERCIAL INSPECTIONS SCHEDULING INFORMATION

Telephone Number to schedule an inspection: **740-6970**

Commercial inspections, and limited residential inspections, are performed by inspection staff that have specialized training in the fields of plumbing, mechanical, electrical and structural systems.

Meet our Commercial Inspectors:

Steve Long Inspection Supervisor 791-5640 x1147

Office Staff

Vacant 791-5550 x1141

Mechanical Section

Chuck Williams Senior Mechanical Inspector
Jim Militello Mechanical Inspector

Plumbing Section

Jim Stanley Supervising Plumbing Inspector
Trini Valencia Plumbing Inspector
Rick Myers Plumbing Inspector
Robert Rich

Building Section

Hector Leyva Senior Building Inspector
Lee Ray Hanly Building Inspector
Bob Suba Building Inspector
Armando Quiroz Building Inspector
Art Mathieson Building Inspector

Electrical Section

Ray Majuta Senior Electrical Inspector
Jerry Orta Electrical Inspector
Rick Hollander Electrical Inspector
Dan Santa Cruz Electrical Inspector
Mac Capistran Electrical Inspector

COMMERCIAL PLAN REVIEW

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. 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.

Bond forms available at the Development Services Department and 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.

COMMERCIAL PLAN REVIEW SUBMITTAL REQUIREMENTS

Commercial Plans prepared for review should contain the following information:

General Requirements:

1. Completed application
2. Official address slip
3. Code Review Checklist
4. 2 sets of plans, printed on bond paper
5. The minimum text size shall be 1/8"

Site Plan Review Requirements:

Site Plan Elements

1. Site plan must be prepared as described in Development Standard 2-02
2. North arrow, scale and contour interval
3. Property address
4. Street names
5. Contour and/or spot elevations* **usually on separate grading plan*
6. Finish floor elevations*
7. Existing and proposed zoning and use
8. Flood Hazard zone designations
9. Architects/Engineers seal

Site Plan Calculations

1. Gross area # of acres
2. Floor area to lot area ratio
3. Use classifications
4. Number of bike and auto parking spaces required/provided
5. Number of loading zones required/provided
6. Square footage of existing and expansion for:
 - 1) existing building area/site area/parking spaces
 - 2) proposed building area/site area/parking spaces
 - 3) expansion % building area/site area/parking spaces

Building Code Review

Building

1. Architect or Engineer seal
2. Structural calculations stamped
3. Soil investigation Report submitted (1000 psf maximum without soils report)
4. Lateral force design criteria in calculations
5. Provide specifications

Mechanical

1. Mechanical floor plan
2. Equipment listed and sized
3. Duct schematic supply and return
4. Model Energy Code calculations

Plumbing

1. Site utility plan with up and downstream manhole rim elevations and inverts sewer and water line sizes FFE
2. Plumbing plans: riser diagrams on water and sewer
3. Fixture count and description - water and sewer
4. Calculation on water system
5. Gas plan - development length, size and load

Electrical

1. Floor plan depicting complete electrical
2. Panel schedules including loads in VA
3. One line diagram depicting services and associated feeder assemblies
4. Light fixture schedule
5. Electrical symbol list
6. Fault current calculations
7. Electrical Engineer's Stamp when 400 AMP and over, hospitals, and hazardous locations.

Resources:

Applicable Development Standards:
2-04, 2-06, 2-07, 2-08, 2-09, 2-12, 3-01,
3-05, and 6-01.

<http://www.ci.tucson.az.us/planning/ds/dstoc2.pdf>

***Codes and Ordinances adopted by the City of Tucson,
Development Services Department.***

COMMUNITY DESIGN REVIEW COMMITTEE

Craig Gross, Division Administrator

Telephone Number: (520) 791-5550, ext. 1173

Community Design Review provides a centralized subdivision and development plan submittal intake center for architects, engineers, property owners, and consultants.

The focus of the section is to direct plans to an assortment of agencies, including:

City: *(Community Planning, Engineering, Fire, Floodplain, Police, Traffic, Water, Zoning Review),*

County: *(Addressing, Assessor's Office, Pima Association of Governments, Wastewater),*

State: *(Arizona Department of Transportation, Tucson International Airport)*

Utilities: *(Southwest Gas, Tucson Electric Power, U.S. Postal and U.S. West)*

for code compliance review and to provide the applicants with resubmittal and approval information and procedures.

Community Design Review Committee office staff track development plan and subdivision review from the point of application to Mayor and Council approval and recordation in addition to serving as a central point of contact for reviewers and applicants during the review process.

Community Design Review Committee approval is typically required prior to the submittal of grading plans and/or building plans for permitting.

Community Design Review Committee office staff provide information about proposed and current construction subdivision and development plan projects to interested members of the community.

DEVELOPMENT PLAN DEFINITION

Drawing of a project that provides detailed information which shows how a proposed project will be developed in compliance with City regulations. A Development Plan may be required as a condition of annexation, rezoning or special exception, or as a continuation of a previously approved subdivision plat. Development Plans shall be prepared in conformance with the requirements of Section 5.3.8 of the Tucson Land Use Code.

SUBDIVISION DEFINITION

The division of improved or unimproved land for the purpose of financing, sales, or lease, whether immediate or future, into two (2) or more lots, tracts, parcels, or any such property, the boundaries of which have been fixed by a recorded plat, into more than two (2) parts. A Subdivision Plat is required for multi-lot housing developments, condominium projects, multi-lot commercial development, and other similar developments. Subdivision Plats shall be prepared in conformance with the requirements of Section 4.1.3 of the Tucson Land Use Code.

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	APPROVED PLAN REQUIREMENTS DEVELOPMENT PLANS
Section	ZONING REVIEW
Application	Transmittal from applicant detailing what is being submitted (number of pages/number of copies of Development Plans and attachments, if any: Native Plant Plans, Landscape Plans, etcetera.)
Fees	Reproduction fees determined by and payable to company providing reproduction services.
Submittal Requirements	Development Plans <i>two double-matte, océ mylar of the approved development plan landscape or native plant preservation plan</i> one reproducible of any approved landscape or native plant preservation plan. (One mylar will be forwarded to Pima County Addressing. The sccond mylar will be returned to the applicant with 2 copies of the plan.)
Submittal Deadlines	Development Plan documents may be submitted at any time, <i>after receiving approval letter from Program Manager.</i>
Review Periods	Vary by workload
Contact Phone Number	791-5550 Zoning Review or Community Design Review office staff
Resources	Development Plans: Development Standards 2-0
Miscellaneous	All reviewing agencies must approve development plan and attachments.

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	APPROVED PLAN REQUIREMENTS FINAL PLATS
Section	ZONING REVIEW
Application	Transmittal from applicant detailing what is being submitted (number of pages/number of copies of Final Plats and CC&R's, checks)
Fees	Fees for processing Final Plat submittals: Mayor and Council reduction fees: \$8 for each page of plat, check payable to Reproductions, Inc. Pima County Recorder fees: \$20 for each page of plat plus \$4.00 recording fee and \$1 for each page of Covenants, Codes and Restrictions plus \$4 recording fee (with \$9 minimum) payable to Pima County Recorder's Office Signed plat reproduction fee: \$55 for each page of plat, payable to Reproductions, Inc.
Submittal Requirements	Final Plats: one direct reading, double-matte photo océ mylar of approved final plat with notarized signatures of the property owners, beneficiaries, and registered surveyors or engineers with seals one original set of signed and notarized Codes, Covenants and Restrictions (if applicable) two titles (current within 30 days) any original attachments referenced in the CCRS or on the plat (easements or legal descriptions, et cetera) 3 checks (2 to Reproductions, Inc. and 1 to Pima County Recorder's Office)
Submittal Deadlines	Final Plat documents must be submitted a minimum of four weeks prior to Mayor and Council meeting, <i>after receiving approval letter signed by Program Manager.</i>
Review Periods	Vary by workload
Contact Phone Number	791-5550 Zoning Review or Community Design Review office staff
Resources	Final Plats: Development Standards 2-03.8.0

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	APPROVED PLAN REQUIREMENTS TENTATIVE PLATS
Section	ZONING REVIEW
Application	Transmittal from applicant detailing what is being submitted (number of pages/number of copies of Tentative Subdivision Plats, Native Plant Plans, Landscape Plans, et cetera.)
Fees	Reproduction fees determined by and payable to company providing reproduction services.
Submittal Requirements	Tentative Plats: one positive reading océ mylar of the approved tentative plat one positive reading océ mylar of any approved landscape or native plant preservation plans (The reproducible will be returned to the applicant with two copies of the plan.)
Submittal Deadlines	Tentative Plat documents may be submitted at any time <i>after receiving approval letter signed by Program Manager.</i>
Review Periods	Vary by workload
Contact Phone Number	791-5550 Zoning Review or Community Design Review Committee office staff
Resources	Tentative Plats: Development Standards 2-03.5.0

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	CORE REVIEW
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	See Development Standard 1-05 Subdivisions charged per lot (residential) or acreage (commercial)
Submittal Requirements	Application & Fees 15 blue lines of dp or tp folded to 8.5"x11" 2 drainage reports (if applicable)
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	1 st Review: 4 weeks Subsequent Reviews: 14 days
Contact Phone Number	791-5550 Zoning Section Manager
Resources	Development Standards Land Use Code
Prerequisite Approvals	Zoning Section Manager approval for Core Review required
Possible Concurrent Reviews	Building Plan Review Grading Plan Review
Miscellaneous Information	Core review eligibility to be determined by Zoning Review Section Manager
Next Step	Submit for grading permits Submit for building permits

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	DEVELOPMENT PLAN
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	See Development Standard 1-05 (Commercial figured by acre/Residential figured by # of lots)
Submittal Requirements	27 (36"x24") blueines of development plan, folded to 8.5"x11" 6 landscape plans, folded to 8.5"x11" 6 Native Plant Preservation Plans, folded to 8.5"x11" 2 drainage reports Rezoning Conditions (if applicable)
Submittal Deadlines	Development plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	1 st Review: 4 weeks Subsequent reviews: 14 days (unless noted otherwise)
Contact Phone Number	791-5550 Zoning Review Section Manager
Resources	Development Standards Land Use Code Floodplain Ordinance
Possible Concurrent Reviews	Building Plans (by outside consultant)
Miscellaneous Information	A Development Plan is a drawing providing detailed information showing how a proposed project will be developed in compliance with City regulations. A Development Plan may be required as a condition of annexation, rezoning or special exception, or as a continuation of a previously approved subdivision plat. Development Plans shall be prepared in conformance with the requirements of Section 5.3.8 of the Tucson Land Use Code.
Next Step	Submit for grading permits Submit for bulding permits Rezoning Ordinance to Mayor and Council

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	DEVELOPMENT STANDARD MODIFICATION REQUEST (DSMR)
Section	ZONING REVIEW
Application	Development Standard Modification Request Form
Fees	See Development Standard 1-05
Submittal Requirements	Application & Fees 8 plans folded to 8.5"x11"
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00-4:00
Review Periods	1 st Review: 5 working days Subsequent Reviews: 5 days
Contact Phone Number	791-5550 Zoning Section Manager
Resources	Development Standards
Prerequisite Approvals	Staff Review and Direction
Possible Concurrent Reviews	Tentative Plat Development Plan Last Stamped, Approved Site Plan Building Plan
Miscellaneous Information	Areas requesting modifications should be highlighted on each plan
Next Step	If approved, inclusion into design plans. If denied, appealable per DS 1-02.9

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	FINAL PLAT
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	See Development Standard 1-05 (Commercial figured by acre/Residential figured by # of lots)
Submittal Requirements	Application & Fees 20 (36"x24") blue lines of final plat folded to 8.5"x11" 4 Copies of Codes Covenants & Restrictions (CCR's)
Submittal Deadlines	Applications may be submitted Monday - Friday, 8:00 -4:00
Review Periods	1 st Review: 4 weeks Subsequent reviews: 14 days
Contact Phone Number	791-5550 Zoning Section Manager
Resources	Development Standards Land Use Code
Prerequisite Approvals	Tentative plat approval
Possible Concurrent Reviews	Grading Plan review Assurances may be reviewed by Engineering & City Attorney
Miscellaneous Information	Final plats may be submitted for review upon completion of 2 reviews of the tentative plat
Next Step	Forward to Mayor and Council for consideration (allow three to four weeks after staff approval)

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	MINOR SUBDIVISION (See Land Use Code 4.2-1)
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	See Development Standard 1-05 Subdivisions charged per lot (residential) or acreage (commercial)
Submittal Requirements	Application & Fees 27 blue lines of plat folded to 8.5"x11" 6 blue lines of landscape plans folded to 8.5"x11" 6 Native Plant Preservation Plans folded to 8.5"x11" 6 Grading Concept plans folded to 8.5"x11" 6 Topo Maps 3 Title Reports 2 Drainage reports
Submittal Deadlines	Plans may be submitted Monday-Friday, 8:00 to 4:00
Review Periods	1 st Review: 4 weeks Subsequent reviews: 14 working days
Contact Phone#	791-5550 Zoning Section Manager
Resources	Development Standards Land Use Codes
Prerequisite Approvals	CDRC approval of Minor Subdivision determination through presubmittal process
Next Step	Forward to Mayor and Council for consideration. Allow 3-4 weeks after approval

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	PRESUBMITTAL MEETING DEVELOPMENT PLAN OR SUBDIVISION REVIEW
Section	ZONING REVIEW
Application	Presubmittal Application
Fees	None
Submittal Requirements	Application 10 blue lines of plan, folded to 8.5"x11"
Submittal Deadlines	Mondays – before 4:00 p.m.
Review Periods	2.5 days - for 1:30 Thursday Meeting
Contact Phone Number	791-5550 Zoning Section Manager or Community Design Review Coordination Office
Resources	Land Use Code Development Standards Floodplain Ordinance WASH Ordinance
Prerequisite Approvals	Zoning Review Staff or Zoning Review Section Manager
Miscellaneous Information	CDRC presubmittal meetings are held after regularly scheduled CDRC cases on a first come, first served basis.
Next Step	

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	TENTATIVE PLAT
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	Subdivisions charged per lot (residential) or acreage (commercial) See Development Standard 1-05.2
Submittal Requirements	Application & Fees 27 (36"x24") bluelines of tentative plat, folded to 8.5"x11" 6 landscape plans, folded to 8.5"x11" 6 Native Plant Preservation Plans, folded to 8.5"x11" 3 title reports 2 drainage reports
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	1 st Review: 4 weeks Subsequent reviews: 14 days
Contact Phone Number	791-5550 Zoning Section Manager
Resources	Land Use Code Development Standards
Possible Concurrent Reviews	Final Plat (with Zoning Section Manager concurrence)
Miscellaneous Information	A Subdivision is the division of improved or unimproved land for the purpose of financing, sales, or lease, whether immediate or future, into two (2) or more lots, tracts, parcels, or any such property, the boundaries of which have been fixed by a recorded plat, into more than two (2) parts. A Subdivision Plat is required for multi-lot housing developments, condominium projects, multi-lot commercial development, and other similar developments. Subdivision Plats shall be prepared in conformance with the requirements of Section 4.1.3 of the Tucson Land Use Code.
Next Step	Final Plat

COMMUNITY DESIGN REVIEW COMMITTEE

Subtopic	TENTATIVE PLAT RESIDENTIAL CLUSTER PROJECT
Section	ZONING REVIEW
Application	Community Design Review Committee Application
Fees	Subdivisions charged per lot (residential)
Submittal Requirements	Application & Fees (see development plan or tentative plat submittal requirements)
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	1 st Review: 4 weeks Subsequent reviews: 14 days
Contact Phone Number	791-5550 Zoning Review Section Manager
Resources	Land Use Code Development Standards
Possible Concurrent Reviews	Final Plat (upon 2 completed reviews of tentative plat)
Miscellaneous Information	Public notification required
Next Step	Final Plat

COMPLAINTS

Subtopic	BUILDING WITHOUT PERMITS UNSAFE STRUCTURES (commercial only)
Section	INSPECTIONS
Application	Information may be called in, faxed in or e-mailed
Contact Phone Numbers	791-5550
Submittal Requirements	Complaint information (address of violation and information about violation)
Review Deadlines	1) Priority 1 – 24 hours (imminent danger) 2) Priority 2 - 72 -80 hours (non-emergency) 3) Priority 3 - 10 working days (work without a permit)
Resources	International Building Code Neighborhood Protection Uniform Administrative Code Ordinance
Prerequisite Approvals	1) Permits pulled for code compliance must be finalized before violation can be closed. 2) Abatement or compliance
Possible Concurrent Reviews	1) Plan Review 2) Permit Application 3) Reviews/Investigation by other Departments/Agencies (e.g. Planning, Solid Waste, Tucson Fire or Tucson Police Departments)
Next Step	1) Investigate: Compliance/Abatement 2) Enforcement Citation

DEMOLITION

Subtopic	Commercial – complete building only
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (see: Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of the last stamped, approved site plan
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00
Review Periods	Over the Counter Review available, staff permitting
Contact Phone Number	791-5550
Resources	See Ordinances and Codes
Miscellaneous Information	Possible Air Quality permit required. Contact Pima County at 740-3340
Next Step	Call for inspection

ENGINEERING SECTION

Jim Vogelsberg, P.E., Engineering Administrator

The Engineering provides civil engineering and drainage review services for development within the City of Tucson. Projects are reviewed for conformance with engineering aspects of the Land Use Code, Development Standards, and Floodplain Ordinance.

This section also provides general information regarding floodplain status for properties located in or near, regulatory floodplains. Services are provided on a walk-in basis at the Development Services Department, by appointment, by faxing the request to 879-8010, by email @ TucsonFloodplainStatusRequest@tucsonaz.gov, by sending a written request to City of Tucson, Development Services Attention: Floodplain Status, P.O. Box 27210, Tucson, Arizona 85726-7210, or by leaving a message at 791-5609. Messages are transcribed every afternoon and calls are returned the following afternoon.

Meetings at the project site can be scheduled in order to allow the applicant to show in the field what cannot be adequately described on paper.

The counter a continuous basis from 8AM to 4PM daily. Floodplain status requests and general information about development in the floodplain are

Teams review subdivision plats and development plans, site plans.

Teams also review completed subdivision projects for conformance with the approved plans.

Customer service hours are 8AM to 5PM daily. The phone number is 791-5550.

Units work closely with the DSD Zoning Review Section and the Engineering Division of the Transportation Department to efficiently process plan reviews and information requests.

ELECTRICAL

Subtopic	RECONNECTS – <i>COMMERCIAL</i>
Section	Plan Intake
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Permit Application & Fees
Submittal Deadlines	Monday through Friday 8:00 to 4:00
Review Periods	Over the counter review
Contact Phone Number	Plan Intake 791-5550 Electrical Plan Review 791-5550
Resources	Codes and Development Standards
Miscellaneous Information	Permits are needed if electricity has been disconnected in commercial structure for two months or more. Someone must be available to allow access to building for inspection.
Next Step	Call for inspection. (See IVR)

ELECTRICAL

Subtopic	RECONNECTS – <i>RESIDENTIAL</i>
Section	Plan Intake
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Permit Application & Fees
Submittal Deadlines	Monday through Friday 8:00 to 4:00
Review Periods	Over the counter review
Contact Phone Number	Residential Review – 791-5550 Plan Intake- 791-5550
Resources	Codes and Ordinances
Miscellaneous Information	Permits are needed if electricity has been disconnected in residence for six months or more. Someone must be available to allow access to building for inspection.
Next Step	Call for inspection. (See IVR) Expectations: The electrical inspection will need access to the residence in order to check the general condition order to check the general condition of the electrical system and verify that smoke detectors have been installed.

ENVIRONMENTAL RESOURCE ZONE

Subtopic	COMMERCIAL REVIEW
Section	ZONING REVIEW
Application	Environmental Resource Zone (ERZ)
Fees	See Development Standards
Submittal Requirements	2 folded plans submitted with ERZ application Once approved: 4 copies of approved plans for stamping
Submittal Deadlines	May be submitted Monday - Friday 8:00 - 4:00 Applications must be accepted/rejected within 5 days of receipt.
Review Periods	1 st review: 20 days w/o Storm Water/Technical Advisory Committee Review 35 days with Storm Water/Technical Advisory Committee Review Subsequent reviews: Varies by workload
Contact Phone Number	791-5608
Resources	Development Standards Land Use Code
Prerequisite Approvals	No permits may be issued until appeal period is over
Possible Concurrent Reviews	Last stamped, approved site plan Community Design Review Subdivision or Development Plan
Miscellaneous Information	Requirements listed in DS 2-13 Zoning Review, Landscape Review & Engineering all part of review
Next Step	

FIRE ALARM

Subtopic	Commercial – Fire Alarm
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00
Review Periods	
Contact Phone Number	Jim Egan at the Fire Department 791-3234
Miscellaneous Information	
Next Step	Call for Inspection

FIRE SPRINKLERS

Subtopic	Commercial – Fire Sprinklers
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00
Review Periods	
Contact Phone Number	Jim Egan at the Fire Department 791-3234
Miscellaneous Information	
Next Step	Call for Inspection

GAS LINES

Subtopic	REPAIRS-COMMERCIAL
Section	Plan Intake
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Permit Application & Fees
Submittal Deadlines	Monday through Friday 8:00 to 4:00
Review Periods	Over the Counter
Contact Phone Number	Mechanical/Plumbing Review - 791-5550 Plan Intake - 791-5550
Resources	International Building Code 2003 State Plumbing Code
Miscellaneous Information	Applicant must be a licensed contractor . Replacing, altering or expanding existing gas lines requires plan review – see Plumbing Review
Next Step	Call IVR to schedule inspection

GAS LINES

Subtopic	REPAIRS- <i>RESIDENTIAL</i>
Section	Plan Intake
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Permit Application & Fees
Submittal Deadlines	Monday through Friday 8:00 to 4:00
Review Periods	Over the Counter
Contact Phone Number	Residential Review - 791-5550 Plan Intake - 791-5550
Resources	The City of Tucson Development Services Department has adopted the following codes: <ul style="list-style-type: none">· 2003 International Building Code· 2003 International Residential Code· 2000 International Mechanical Code· 2002 National Electrical Code· 2000 International Energy Conservation Code· 1997 Uniform Administrative Code· 1994 Uniform Plumbing Code· 1993 Outdoor Light Code· 1990 Sign Code and local amendments by ordinance
Miscellaneous Information	Replacing, altering or expanding existing gas lines requires plan review – see Mechanical Plan Review

HAZARDOUS STORAGE TANKS (ABOVEGROUND FUEL)

Subtopic	Commercial – Fuel Tanks
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans Copy of last Certificate of Occupancy
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00 Last stamped, approved site plan
Review Periods	
Contact Phone Number	Jim Egan of the Fire Department at 791-3234 Patricia Gehlen, DSD, 791-5550
Prerequisite Approvals	Zoning
Next Step	Call for Inspection

HAZARDOUS STORAGE TANKS (UNDERGROUND FUEL)

Subtopic	Commercial – Fuel Tanks
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00
Contact Phone Number	Jim Egan of the Fire Department at 791-3234
Next Step	Call for Inspection

KITCHEN EXHAUST HOOD FIRE EXTINGUISHING SYSTEMS

Subtopic	Commercial
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00-4:00
Review Periods	Over the Counter Review available, staff permitting
Contact Phone Number	Jim Egan, Fire Department at 791-3234
Next Step	Call for Inspection

HILLSIDE DEVELOPMENT ZONE

Subtopic	SITE PLAN REVIEW
Section	ZONING REVIEW
Application	Hillside Development Review is part of a site plan submittal and has no separate application.
Fees	See Development Standards
Submittal Requirements	2 rolled plans submitted with site plan application
Submittal Deadlines	May be submitted Monday – Friday 8:00 - 4:00
Review Periods	1 st review: same as commercial & residential reviews
Contact Phone Number	791-5608
Miscellaneous Information	Floodplain / Engineering does review of Average Cross Slope Landscape Review section approval required prior to Zoning Review approval.

LOT SPLIT

Subtopic	COMMERCIAL LOT SPLIT
Section	ZONING REVIEW
Application	Lot Split Application
Fees	See Development Standards
Submittal Requirements	2 rolled plans 20 year history survey
Submittal Deadlines	Plans may be submitted Monday-Friday, 8:00 to 4:00
Review Periods	1 st Review: 5 working days if parcel developed Over the counter review available, if parcel is undeveloped.
Contact Phone Number	791-5608
Resources	Development Services Department Records Pima County Assessors' Records Aerial Photographs
Prerequisite Approvals	Zoning Review
Miscellaneous Information	Full site review required if developed
Next Step	Record new legal descriptions and obtain addresses from Pima County Addressing before final approval.

LOT SPLIT

Subtopic	RESIDENTIAL LOT SPLIT
Section	ZONING REVIEW
Application	Lot Split Application
Fees	See Development Standards
Submittal Requirements	2 rolled plans 20 year history survey
Submittal Deadlines	Plans may be submitted Monday-Friday, 8:00 to 4:00
Review Periods	1 st Review: Over the counter
Contact Phone Number	791-5608
Resources	Development Services Department Records Pima County Assessors' Records Aerial Photographs
Prerequisite Approvals	Zoning Review
Miscellaneous Information	Lot coverage calculations required if developed
Next Step	Record new legal descriptions and obtain addresses from Pima County Addressing before final approval.

MANUFACTURED HOME SET-UP

Subtopic	MANUFACTURED HOME MOBILE HOME PARK ZONING REVIEW
Section	ZONING REVIEW
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Permit Application, Fees Last stamped, approved site plan or “typical for Mobile Home Park”
Submittal Deadlines	Monday – Friday 8:00 to 4:00
Review Periods	Over the Counter Review
Contact Phone Number	Zoning Review 791-5608
Miscellaneous Information	Separate fees charged for air conditioning permit.
Next Step	Contact Pima County Assessors Office

MANUFACTURED HOME- PRIVATE LOT

Subtopic	MANUFACTURED HOME SET-UP – PRIVATE LOT ZONING REVIEW
Section	ZONING REVIEW
Application	Permit Application
Fees	Contact the Permit Counter at (520) 791-5550
Submittal Requirements	Permit Application, Fees Last stamped, approved site plan
Submittal Deadlines	Monday – Friday 8:00 to 4:00
Review Periods	Over the Counter Review
Contact Phone Number	Plan Intake 791-5550 Zoning Review 791-5608
Miscellaneous Information	Call Zoning Review @ 791-5608 to verify property zoning and applicable requirements. Separate fees charged for Pima County Sewer connection or for septic tank permits. Please contact Pima County for these fees. Contact the Department of Building and Fire Safety Office of Manufactured Housing at 400 W. Congress, Suite 121 or (520) 628-6920 for Permit Information.

NATIVE PLANT PRESERVATION

Subtopic	APPLICATION FOR EXCEPTION
Section	ZONING REVIEW – Landscape Review
Application	Native Plant Preservation Plan Application for Exception
Fees	See Development Standards
Submittal Requirements	Landscape Plan, Native Plant Preservation Plan Photographs (as requested)
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	First Submittal: 4 weeks Resubmittal: Two weeks (Review periods do not change unless authorized by management.)
Contact Phone Number	Landscape Review or Zoning Review staff @ 791-5550
Resources	ZONING REVIEW – Landscape Review
Prerequisite Approvals	Native Plant Preservation Plan Application for Exception
Miscellaneous Information	Landscape Plan Photographs (as requested)
Next Step	Plans may be submitted Monday – Friday, 8:00 to 4:00

NATIVE PLANT PRESERVATION

Subtopic	SALVAGE ONLY PERMIT
Section	ZONING REVIEW – Landscape Review
Application	Native Plant Preservation Salvage Only Permit
Fees	See Development Standards
Submittal Requirements	1 set of Native Plant Preservation plans Landscape Plan, if applicable
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 to 4:00
Review Periods	1 st Review: 5 working days after submitted Subsequent reviews: 5 working days
Contact Phone Number	791-5550 x1118 (Landscape Review)
Resources	Development Standards
Prerequisite Approvals	Annexation or Rezoning: Ordinance adoption by Mayor and Council Tentative Plat or Development Plan: full CDRC approval Site Plan: Plans submitted & fees paid
Possible Concurrent Reviews	Site Plan

PLAN REVIEW

Subtopic	PERMITS
Section	PLAN CHECK COUNTER
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	Application & fees calculated by Plan Review Staff (see: Development Standards)
Submittal Deadlines	Applications accepted 8:00 to 4:00, Monday - Friday
Review Periods	All Plan reviews are primarily performed with a “first in first out” approach. The goal of Development Services is to complete all reviews within four weeks.
Contact Phone Number	791-5550 Plan Check
Prerequisite Approvals	Flood plain Review Structural Review Zoning Review
Possible Concurrent Reviews	Site Plan review, Development Plan review
Miscellaneous Information	Ambassador can help with directing customer who only needs information
Next Step	Pay fees and schedule inspection

PUBLIC IMPROVEMENT REVIEW (DEPARTMENT OF TRANSPORTATION)

Subtopic	PUBLIC IMPROVEMENTS
Section	ZONING REVIEW
Application	Public Improvements
Fees	
Submittal Requirements	1 rolled plan
Submittal Deadlines	Plans submitted by Department of Transportation
Review Periods	1 st Review: deadline set by Department of Transportation
Miscellaneous Information	Plans reviewed for any Land Use Code conflicts
Next Step	

RECORDS

Subtopic REQUEST FOR RECORDS

The Records Section houses:

1. building plans constructed within the city limits dating back to the early 1950's; permits;
2. copies of Certificates of Occupancy;
3. and a variety of information pertaining to board cases, lot splits, complaints, correspondence and Community Design Review development plans or subdivision plans.

Copies of the paper or microfiche plans are available for sale.

Section	RECORDS
Application	Form to be filled out
Fees	Paper copies (any size): \$1.00 first copy, additional copies \$.25 each minimum charge \$1.00. Micro-fiche copies: 8 ½ X 11 – \$1.50 per page 11 x 17 - \$2.00 – per page
Submittal Deadlines	Records section is open 8:00 to 4:00, Monday - Friday
Review Periods	10 microfilm copies or less, process while you wait 11 or more requests are sent to private company -customer responsible for cost.
Contact Phone Number	791-5550
Miscellaneous Information	All information in the address files is available to the public. Customers may research the files and obtain copies of documents. There is no research staff available.

Next Step

REGISTERED PLANT

Subtopic	Registered Plant
Section	Commercial Review
Application	Registered Plant Application
Fees	See Development Standards
Submittal Requirements	First Submittal – Application Annual Renewals – Application and Reports
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 – 4:00
Review Periods	10 days
Contact Phone Number	791-5550, Building Code Administrator
Resources	See Codes and Ordinances
Prerequisite Approvals	None
Possible Concurrent Reviews	None
Miscellaneous Information	Review on January 1 of each year
Next Step	Keep Records and File Reports

RESIDENTIAL INSPECTION GUIDELINES

Inspections are required at various stages of each project and are outlined in the inspection guidelines below.

The following is a general guide to the builder, homeowner, or contractor utilizing the Residential Inspector of the City of Tucson Development Services Center. The format used will follow the Job Inspection Record, which each customer will receive upon purchase of a permit and which must be posted on the job site. Many of the different inspections can be done at the same time by the same inspector.

01005

Building excavation-width and depth of the footings and the material being excavated to determine if of a suitable nature to support the structure being constructed. Grade pins or top of footing must be identified in trench.

Layout-the physical size and shape of the building covered by the building permit.

Rebar-the correct size reinforcing steel, which must be racked or supported to eliminate any movement of the reinforcing steel either during or after the concrete is placed (to be clean and free of rust or form oil).

Zoning-refers to the setbacks or dimensions required by the Tucson Zoning Code from the property lines to the building being constructed. The setbacks differ in the various zoning districts or areas throughout the City and may vary from nearby property. The property owner or contractor is responsible to see that the property pins are in place at time of inspection.

01010

Foundation wall and rebar-is that wall constructed on top of the footing which usually defines the outside walls of the building and supports the exterior walls and confines the floor area. It usually contains reinforcing steel, which again must be held in place during the placement of the concrete into the forms; sometimes poured in monolithic form at the same time the footings and floor slab is poured.

01015

Building floor, reinforcing (preslab)-is an inspection where the backfill, plumbing, mechanical ducts, and electrical conduit and any added interior footings for bearing structural support walls is checked. This inspection is done when the floor slab area is ready for the placement of the concrete and usually after the termite pre-treatment of the area under concrete. This inspection may be done by a special inspector - post tension or wrapped slab. Many times, the 1005 or 1010 inspection can be linked with the 2005, 2010, 3005, 3040, 4005 and sometimes the 3055 sewer or 2060 septic and allow the contractor/builder to work for a considerable length of time before having the inspector come to the job site.

The 1005, 1010, 1015, 02005 inspections should be called in via IVR combination code 00005. The 03005, 03040 and 03055 inspections should be called in via IVR combination code 00010.

01020

Reinforced Masonry Pre-Grout-is scrutinized either prior to or during the grouting operation to make certain all required reinforcing steel is properly installed and the grouting operations is taking place with the proper materials and methods. Wall reinforcing is usually installed where loads are to be imposed on the wall structure and may not always be in just the downward direction. This inspection must take place before any roof structure or second floor framing started or constructed and at 4 foot lifts *maximum*.

01025

Exterior Clip/Exterior Sheathing - this is an inspection function which assures that the outside skin of the building is installed per approved plans. All required exterior bracing, anchoring clips and hold downs are inspected at this time.

01030

Roof sheathing nailing-this inspection includes the roof structure as well as the sheathing and is done before any roof covering or asphalt materials are applied. This include the placement of all fasteners that make up the diagram to anchor the roof venting, crickets, etc., that may be required for the particular building being constructed. If prefab trusses are used an approved copy of the trusses must be on site.

The 01025 and 01030 inspections may be called in for inspection via IVR combination code 0015.

01035

Framing (pre-sheet rock)- done before any sheet rock or insulation is installed and after all of the requirements spelled out in the other intermediate inspections are installed, inspected and approved.

The framing inspection is a very complex inspection which is done to assure the structural integrity of the building and includes the proper nailing of the various members together, the proper installation of bracing, size, and anchorage of beams, fire blocking which is installed to prevent the spread of fire, proper window sizes to assure adequate light and ventilation of the building, and the size and location of windows in sleeping rooms that are required for both fire escapement and emergency rescue purposes.

Note: at this point all material used in the construction of any building or structure, must be a material which has stamped on it an identifying mark which indicates to the inspector that it is a material which has been approved by an approved testing agency and is used for the purpose for which it was intended. This identifying mark not only applies to the framing material, but also to all the plumbing materials, electrical materials and equipment, heating and cooling materials and equipment.

01040

Stucco Mesh - this inspection is made after the 01025 (exterior clip) has been approved. At this time the placement of moisture resistant membrane and mesh is inspected for compliance. When a one coat stucco system is used, the installation shall comply with the ICBO - International Conference of Building Officials- report. A copy of the stucco certificate for a one coat system shall be on site for the inspector at the time of the final inspection.

01041

U-Value for Windows - the windows used are inspected for compliance as required by the Model Energy Code.

01045

Drywall/Sheet rock - an interior wall covering which is inspected for proper nailing or fasteners and proper type of sheet rock, if used as a fire separation.

02005

Ufer ground-is a way of grounding service from the footing.

02010

U/G Electrical-Any underground electrical, electrical conduit or piping for the purpose of containing electrical wiring from one location to another. No direct burial of wire under structures is permitted.

02035

Rough Electrical-at this stage the inspector checks physical installation of wiring and electrical boxes, connections, wire sizes, routing, protection of wiring, placement of receptacles in rooms, and location of smoke detectors in conformance to the approved and amended National Electrical Code.

2050 & 2060

(2050) Electric Cable Drop (2060) Electric Temporary Service These inspections can be done anytime during construction. An electric service panel and a GFI receptacle need to be installed with proper grounding. These can either be an underground or overhead electric service.

03005

Rough Plumbing-Soil-these are the sewage drainpipes and the water lines which are placed in the area of the house and under the slab or floor area. A water test is required for soil piping and waste lines. Use only approved types of pipe and fittings.

03040

Plumbing Yard Water Line - these are the water lines that are placed from the meter to the house. At the time of this inspection these lines need to be under pressure - air or water.

03055

Plumbing Sewer - HCS Connection - Waste lines are inspected to ensure that the proper material is used and proper connection is made from the house to the main sewer line. A water test is required on this line.

03035

Intermediate plumbing (top out)-the plumbing piping and water distribution piping above the floors and within the walls are checked for size and physical installation and protection from damage and includes the proper size venting and flashing of the piping through the roof.

03050

Plumbing Gas Pressure Test - the gas line is inspected for type of material, sizing, and pressure test of 10lbs/15 minutes. Gas lines shall be secured to conform with Uniform Plumbing Code.

03060

Septic System - The installation shall comply with all requirements of the Pima County Health Department and their approved plans. The depth and width of the drain lines and the installation of the septic system is inspected.

04005

Rough Mechanical-if applicable, this refers to the return air ducts used in conjunction with the heating and cooling, usually with refrigerated air conditioning. Under ground, use only approved materials.

04035

Intermediate Mechanical-combustion and relief heating and cooling ducts, exhaust vents such as water heater furnace vents, kitchen range vents, bathroom exhaust fan ducts, dryer ducts, pre-fabricated fireplace installations et cetera, are checked at this inspection for proper installation and insulation as required prior to being covered with the interior wall covering or sheet rock.

The 01035, 01041, 02035, 03035, 03050, and 04035 inspections can be conducted at the same time, allowing the builder/contractor to complete more work before it becomes necessary to call for an inspection.

These inspections should be called in for inspection via IVR combination code 00035.

01090

Building-this inspection is of the final product as presented to the customer for occupancy and includes ingress/egress to the building, sprinkler systems, exit passageways, address number on house, and smoke detectors, and conformance with the approved plan submitted for construction. A gas card is left at the gas riser allowing the gas company to set and energize the meter.

02090

Electrical-usually done at the time of the building final and checks out all electrical equipment, lighting systems, receptacles, panel boards, and service disconnects. The electrical inspector then releases a clearance to the power company to have electrical service released to the building.

03090

Plumbing-this inspection scrutinizes the final installation of all plumbing fixtures, proper venting of plumbing systems, proper cleanout capabilities, and lawn sprinkler systems for prevention of back flow.

04090

Mechanical-looks at the proper installation of heating, ventilating, air conditioning facilities and pre-fabricated fireplace installations.

REQUIRED INSPECTIONS FOR SWIMMING POOLS AND SPAS

08005 08030 08035

08005 Pool/Spa Preguniute, 08030 Pool/Spa Plumbing, 08035 Pool/Spa Electrical - these inspections should be done simultaneously. The pool location, steel size and placement is inspected under 08005. The plumbing is inspected for type size and location of circulating lines. Plumbing lines shall be under pressure either air or water under 08030. The electrical wiring, equipment and motors are inspected for wire size, raceway placement, proper grounding of equipment, motor and pool steel reinforcement under 08035.

08040

Pool/Spa Gas. Gas lines are inspected for type of material, location, size and pressure tested 10lbs/15 minutes under 08040.

08045

Pool/Spa Heater. This inspection is typically done at the final pool inspection. The heater location, size, electrical, and gas hook up are inspected for compliance with manufacturer's specifications and National Electrical Code.

08090

Pool/Spa/Swimming Pool Barrier - The completed pool, equipment and pool enclosure/barrier are inspected for conformance with the approved plans and the Swimming Pool Code.

REZONING & SPECIAL EXCEPTION (PLANNING DEPARTMENT'S)

Subtopic	REZONING & SPECIAL EXCEPTION LAND USE REVIEWS
Section	ZONING REVIEW
Application	Rezoning & special Exception Land Use Reviews
Fees	See Development Standards
Submittal Requirements	1 rolled plan
Submittal Deadlines	Plans may be submitted Monday – Friday, 8:00 – 4:00
Review Periods	1 st Review: Due dates set by Planning Department
Contact Phone Number	791-5608
Miscellaneous Information	Review conducted to discover any potential Land Use Code conflicts
Next Step	Keep Records and File Reports

RESIDENTIAL INSPECTIONS

Steve Long, Section Manager, ext. 1147

Telephone Number: (520) 791-5550

Residential inspections are conducted to ensure that the construction of new homes, additions and alterations to residential structures, spas and swimming pools are meeting safety, code regulations and are being built to the approved plan.

Meet our Residential Inspectors:

Enrique Durazo	Senior Residential Inspector	791-5550 Ext 1139
Rob Freidinger	Residential Inspector	
Randy O'Haver	Residential Inspector	
John Riva	Residential Inspector	
Francisco Greer	Residential Inspector	
Daniel Quinn	Residential Inspector	
Hector Pedroza	Residential Inspector	
Bruce Stevens	Residential Inspector	
William North	Residential Inspector	
Raymond Camacho	Residential Inspector	
Robert Hendricks	Residential Inspector (Complaints – Work without Permits)	
Jesus Maldonado	Residential Inspector (Intern)	

JoAnn Witherspoon	Office Staff
	(520) 791-5550 , ext. 1158

INSPECTION REQUIREMENTS

Inspections required for new residences, additions and alterations to existing residences.



RESIDENTIAL PLAN REVIEW

Dave Mann, P.E., Division Administrator

Telephone Number: (520) 791-5550

Residential Plan Review provides a centralized review of all residential plans submitted for building permits to ensure safety and compliance with all applicable City codes.

The city uses permits to regulate and ensure safe construction.

Local amendments and several codes have been adopted by the City. Plans are also reviewed to ensure compliance with federal, state, and local laws that govern construction.

Permits are required for all new construction, remodeling, demolitions, and building relocations.

Building, plumbing, electrical or mechanical permits are also required for additions or changes to existing buildings.

Prior to beginning a project, please call for clarification if a permit is going to be required or not.

Although permits are not required for wallpapering, painting or “finish work”, they are required for replacing windows or moving/adding electrical outlets, replacing water heaters or adding permanently wired light fixtures. See Uniform Administrative Code (1997) Section 301.2-1 for permits not required.

Walls over 6' (six feet) high, fences over 6' (six feet) high, platforms and decks over 30" (thirty inches) high, depending on location, also require review and permits.

Residential Plan Review provides a number of “standard specification” handouts to provide guidelines for routine projects including: walls, patio covers, carports, swimming pools, bathroom and plumbing additions.

Walk-through residential plan reviews are offered Monday through Friday from 8:00 a.m. to 4:00 p.m. for minor improvements. Patios, awnings, and carports may be reviewed over the counter. Permits may be purchased upon completion and approval of plan review.

SCENIC CORRIDOR ZONE

Subtopic	SCENIC CORRIDOR ZONE
Section	ZONING REVIEW
Application	Scenic Corridor Zone Application (SCZ)
Fees	See Development Standards
Submittal Requirements	Application & Fees 3 folded copies each of: site or development plan, landscape, and elevations + 2 grading, 1 topographic map, 1 NPPO Plan, 2 sets of paint and/or material samples, set of color photographs of the site from the Scenic Route, 1 copy of the Pima County Assessor's property info and map, 1 copy of letter to surrounding owners, Ward Office and neighborhood associations, 1 notarized statement w/ mailing list attached stating letter was sent out, 1 copy of the summary of the meeting with the surrounding property owners w/ list of meeting attendees, 1 complete SCZ packet sent to one neighborhood association representative.
Submittal Deadlines	May be submitted Monday - Friday 8:00 - 4:00 Applications must be accepted/rejected within 5 days of receipt.
Review Periods	1 st review: 14 to 30 days after application accepted Subsequent reviews: Varies by workload
Contact Phone Number	791-5608
Resources	Development Standards, Land Use Code
Possible Concurrent Reviews	1) Site Review 2) CDRC review 3) Sign Review
Miscellaneous Information	No plans may be approved until SCZ is approved and 14 day appeal period is over.
Next Step	

SCHEDULING INSPECTIONS

Subtopic	INTERACTIVE VOICE RESPONSE
Section	INSPECTIONS
Fees	This service is covered by permit fees
Submittal Requirements	<p>Before calling you will need:</p> <ul style="list-style-type: none">· Access to a touch tone phone;· the 10 digit activity number assigned when you paid your permit fees (# will always start with T and the last two digits of the year example: T00 for Tucson 2000) and a· five digit inspection code. <p>The five digit inspection code(s) required for your property are listed on your inspection card. A complete list is available by pressing the * key when prompted.</p>
Submittal Deadlines	Calls received before 3:30 p.m. will be assigned inspection times for the next working day. Calls received after 3:30 will be assigned inspection times two working days after they are received.
Contact Phone Number	(520) 740-6970 to be connected to IVR (If you have questions or problems, press 0 to be connected with a staff member between 8:00 and 5:00 Monday through Friday.)
Resources	IVR brochure and Web Page information available at Development Services
Prerequisite Approvals	Permit application and plan review
Miscellaneous Information	IVR may also be used to cancel inspections; hear inspection results; and to leave a message for an inspector.

SIGN CODE REVIEW & INSPECTION

Debbie Capple, Sign Project Manager
Telephone Number: (520) 791-5550

Subtopic	FREESTANDING OR WALL WITHIN SCENIC CORRIDOR ZONE
Section	PLAN REVIEW
Application	Sign
Fees	See Development Standards
Submittal Requirements	2 rolled plans (free standing signs must be shown on last approved stamped, site plan)
Submittal Deadlines	Plans may be submitted Monday through Friday, 8:00 to 4:00
Review Periods	Over the counter reviews are available, staff permitting
Contact Phone Number	791-5608 (Zoning Review) 791-5550 (Signs)
Resources	Development Services Department Records Sign Code International Building Code
Prerequisite Approvals	Scenic Corridor Zone review required if in SCZ area.
Possible Concurrent Reviews	Zoning Review Structural Review Sign Review

The Sign Code Section is responsible for the regulation and enforcement of the Tucson Sign Code. They provide information pertaining to the number, size, type, and location of signs at a particular location. They also provide staff support to the Sign Code Advisory and Appeals Board and to the Citizen's Sign Code Committee.

Meet our Sign Inspectors:

Debbie Capple, Inspection Supervisor, 791-5550 Ext.1102

Chuck Stephenson, Sign Inspector II, 791-5550 Ext. 1101

Robert Dear, Sign Inspector ,791-5550 Ext. 1152

Judy Sonkin, Sign Inspector , Ext. 1103

Julie Ybarra, Sign Inspector,791-5550 Ext. 1155

DECLARATION OF INTENT

The purpose of the Tucson Sign Code is to regulate outdoor advertising, outdoor advertising signs, and outdoor signs of all types, to provide fair and comprehensive regulations that will foster a good visual environment for Tucson, enhancing the fragile desert in which we live and creating an aesthetic and enjoyable appearance for our visitors and our residents.

DEFINITION OF A SIGN

A sign is every advertising message, announcement, declaration, display, illustration, insignia, surface or space erected or maintained in location outside any building and visible to the public or attached to the interior wall of a shopping mall for identification, advertisement, or promotion of the interest of any person, entity, product, or service. Signs within individual mall stores or inside individual business establishments are excluded from this definition.

PERMITS REQUIRED

A sign permit is required to erect, reinstall, alter, change the copy, repair, or relocate a sign within the City limits. In addition, a sign permit is required for the use of banners, pennants, balloons & portable signs. Sign permit fees are based on the square footage of the sign.

SIGNS BY DISTRICT

Allowable signage is determined by districts as established and designated by the Tucson Sign Code of the City of Tucson. These districts govern the number, size, type, location and other provisions relating to signs within the various sign districts. The following are the sign districts in the City of Tucson:

Freeway Business District: Commercial, office, or industrial uses with 250 feet of I-10 or I-19 right of way or any other freeway which may be established. Maximum on-site sign area: 4 square feet sign area per foot of street frontage.

General Business District: A readily identifiable geographic area or other areas usually fronting on an arterial or collector street. Maximum On-site area: 3 square feet per foot of street frontage.

Under the proposed code reformat the Freeway Business District and the General Business District are being combined into one category which will retain the title of General Business District.

Historic Districts: All sign permit applications must be approved by the appropriate Historic District Board. Maximum area of any sign: 8 square feet. One sign is permitted per street frontage. A business having more than two street frontages is permitted three signs.

Industrial District: A readily identifiable geographic area in which the primary uses are the manufacturing, servicing, or storage of goods. Maximum On-site area: 4 square feet per foot of street frontage.

Medical/Business/Industrial Park District: A planned complex of two or more acres and consisting of multiple buildings and tenants that share parking, private streets, and signage. Maximum Area: 2 square feet per foot of street frontage.

Multiple is determined Family Residential District: More than five residential units per acre including apartments, condominiums, townhouses, mobile home parks, public uses, less than 100,000 square feet of floor area. Maximum area per complex: Total sign area not to exceed 50 square feet.

Municipal Park District: See the Tucson Sign Code for information.

Pedestrian Business District: The Pedestrian Business District is a major pedestrian activity center which is oriented primarily toward pedestrian traffic. Maximum On-site area: 3 square feet per foot of street frontage.

Scenic Route District: This district includes all uses within 400 feet of any scenic route as designated in the Major Streets and Routes Plan. All signs in this district shall comply with applicable provisions of the Land Use Code and must be approved by the Planning Department.

The Scenic Route also has 5 transitional areas which under certain conditions allow exceptions to portions of the Scenic Route District.

Sign allowance by:

Business/Commercial Developments- Maximum area: 0.75 square feet per lineal foot of frontage with a maximum of 100 square feet of total signage per tenant.

Home occupation- Maximum area: One (1) square foot.

Multifamily complexes- 20 square feet per street frontage.

Single Family Residential District:

Single family residences, public uses, schools, and churches. Maximum area for single family residences: One (1) square foot. Maximum area for Public uses, schools, and churches: 20 square feet per street frontage.

Special District: A comprehensively planned development approved by resolution by Mayor and Council. Sign plans proposed in Specific Plan and Redevelopment Plan areas will be reviewed for consistency with qualitative plan objectives and approved by the City Planning Director prior to issuance of a sign permit. Maximum On-site sign area: 3 square feet per foot of street frontage.

ANNUAL SIGN REGULATION FEE

The sign regulation fee is charged for each new sign erected and for each existing sign maintained in locations outside a building either freestanding or attached to a wall or the interior or exterior window surface of a building or attached to the interior wall of a shopping mall or courtyard for identification, advertisement, or promotion of the interest of any person, entity, products, or service.

On site signs:

\$13.00 per premise plus 12 cents per square foot for all signage on the premise.

Off site signs:

\$26.00 per premise plus 18 cents per square foot for all signage on the premise.

A-FRAME OR PORTABLE SIGNS

A fee of \$100.00 will be assessed yearly for the use of an A-frame or portable sign.

Required Inspections for Sign Permits & Certificate of Insurance

All required inspections must be called in and approved. Failure to obtain the required inspections could result in disconnection of power on electrical signs without inspections and a delay in the issuance of the permanent Certificate of Occupancy.

Sign permits issued along with an electrical permit will require the following inspections:

- . **09810** Sign Excavation/Layout (if applicable)
- . **09815** Sign Shop
- . **09820** Sign Electrical Final
- . **09890** Sign Final

Inspections requests are made by calling **(520) 740-6970**, you will be prompted through the entire process.

Before calling you will need: 10 digit activity number and the 5 digit inspection code.

The required list of inspection codes for your activity is located on your inspection card.

Sign permits issued without an electrical permit will require the following inspections:

(9810) Excavation/Layout (if applicable)

(9890) Sign Final

Sign permits issued for the use of an A-frame or portable sign will require the following inspections:

(9890) Sign final

Inspections are requested by calling **(520) 791-5550 ext.1126**, and providing the following information.

Before calling you will need:

address of sign

permit number

contractor name

contact person name & phone number

All work shall be done in accordance with the approved plans.

A City of Tucson decal will be affixed to the right hand corner of the A-frame or portable sign if the size, height and placement of the A-frame or portable sign is in accordance with the permit.

As a reminder a current Certificate of Insurance must on file with Development Services.

ITEMS NECESSARY TO OBTAIN A SIGN PERMIT

Correct street address

Drawing of the sign to scale indicating sign message or copy

Elevation plan showing sign on building and site plan drawn to scale, showing street frontage.

Construction details of the sign, method of attachment, weight of sign, and character of structural members to which attachment is to be made.

Illuminated sign plans must provide complete electrical data including type of illumination, number of fixtures, operating voltage, number of circuits, total line load, location of electrical disconnect. Name of manufacturer must be on sign.

Detached signs: site plan needs to indicate property lines, street frontage, sight visibility triangles, and future right of ways, location of sign on property, relationships of signs to ingress and egress points.

Certificate of Insurance must be on file with the Development Services Department.

Valuation of work and authorized signature.

Work must be done by a licensed contractor in the City of Tucson.

The following signs shall require engineered plans and calculations sealed by an engineer and/or architect registered in the State of Arizona.

1. Detached or freeway signs when the area of the sign or the aggregate area of all signs on the sign structure including the pylon and/or police cover exceeds 60 square feet.
2. Wall signs in excess of 100 square feet in area or any signs attached to a building in excess of 30 feet from grade to the bottom of the sign, or as required by the plans examiner except: a., Non-illuminated individual characters or individual graphics fabricated from lightweight material.
3. All outdoor advertising structures-billboards.

A site review of the location will be made by a Sign Inspector. If any violations of the Sign Code exist, the permit will not be issued. A permit for an A-frame or portable sign does not require a site review prior to the issuance of the permit.

A plan check fee must be paid at the time of the plan submittal. You will be notified when the application has been approved or rejected. A copy of the approved set of plans must be kept on the job site.

SITE PLAN

Subtopic	COMMERCIAL REVIEW
Section	PLAN REVIEW
Application	Site Plan
Fees	See Development Standards
Submittal Requirements	Rolled plans w/assorted required attachments to be determined by Zoning Review staff
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00 to 4:00
Review Periods	All Plan reviews are primarily performed with a “first in first out” approach. The goal of Development Services is to complete all reviews within four weeks.
Contact Phone Number	791-5608 Zoning Review
Resources	Records (previously approved site plan) Land use Code Development Standards
Possible Concurrent Reviews	Structural Review Grading Plan Review Floodplain
Miscellaneous Information	Site, landscape & native plant preservation plans must be submitted concurrent and must be complete
Next Step	After site plan & structural plans are approved by everyone, Zoning Review staff check structural plans for compliance with approved site plans

SITE PLAN

Subtopic	RESIDENTIAL
Section	ZONING REVIEW
Application	Site Plan
Fees	See Development Standards
Submittal Requirements	1 complete site plan (rolled Elevation drawings (as needed)
Submittal Deadlines	Plans may be submitted Monday- Friday, 8:00 to 4:00
Review Periods	1 st Review: usually over the counter review
Contact Phone Number	791-5608
Resources	Records Plot Plan Sample (available at Zoning Review Counter)
Possible Concurrent Reviews	Lot Development Option Board of Adjustment variance Historic Preservation
Next Step	Flood plain review Structural review

TENTS

Subtopic	Commercial – Tents
Section	Commercial Building
Application	Permit Application
Fees	Calculated by Plan Review staff (See Development Standards)
Submittal Requirements	Permit Application, Fees, 2 sets of plans
Submittal Deadlines	Plans may be submitted Monday - Friday, 8:00-4:00
Contact Phone Number	Jim Egan, Fire Department at 791-3234
Next Step	Call for Inspection

THIRD PARTY PLAN REVIEW

Subtopic	PLAN REVIEW (Residential and Commercial Review ONLY)
Section	Plan Review
Application	Building, Plumbing, Mechanical, and Electrical Plan Check
Fees	See Development Standards
Submittal Requirements	plans: as regular submittal of each type attachments
Submittal Deadlines	Negotiated with Third Party Firm
Review Periods	Negotiated with Third Party Firm
Contact Phone Number	Building Code Administrator, David Mann, P.E., 791-5550
Resources	Current Third Party Reviewer List
Prerequisite Approvals	Zoning and Building Reviewer Submittal Approval
Possible Concurrent Reviews	1) Site Review 2) CDRC Review
Miscellaneous Information	Contract to be signed and 25% City fee will be assessed if you choose third party review.
Next Step	Remaining City and other reviews: Tucson Fire Department, Pima County Wastewater Management, et cetera

TYPICAL MINIMUM PLAN SUBMITTAL REQUIREMENTS: ARCHITECT/ENGINEERS SEAL

Subtopic	SEAL
Section	Commercial and Residential Plan Review Section
Contact Phone Number	Building Code Dominis Trator, David Mann, 791-5550 Arizona State Board of Technical Regulation (602) 255-9053
Resources	Building Official's Manual, Arizona State Board of Technical Registration, March 1993
Miscellaneous Information	<p>Commercial Property: Arizona registered professionals shall stamp and sign all work prepared under their direct supervision, even exempt structures. Structures require stamped and signed plans; tenant improvement plans which require the issuance of building permits must also be prepared by a registrant.</p> <p>Residential Property: A non-registrant may design a house if it is intended solely for the use of the owner. The outside surface of the exterior wall must not exceed 3,000 square feet and any structural member may not exceed 20 feet unless the span is designed by an Arizona registered engineer. The house may not ordinarily occupy more than twenty people. The plans and construction must conform to the City of Tucson building code.</p>

WALLS

Subtopic	CODE REVIEW
Section	PLAN REVIEW
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	2 rolled plans and previously approved site plan Cross section, delineating wall height, size and type of proposed material may also be required.
Submittal Deadlines	Plans may be submitted Monday- Friday, 8:00-4:00
Review Periods	Over the Counter Review available, staff permitting
Contact Phone Number	Zoning Review, 791-5608 Plans Review, 791-5550
Prerequisite Approvals	Placement of fences or walls encroaching utility easements must be approved by the utility company holding the easement rights.
Possible Concurrent Reviews	Permits & Inspections are required for fences over six feet (6') and walls over six feet (6') in height. Zoning permits are required for all masonry walls six feet (6') or greater.
Miscellaneous Information	If wall is to be built on a REZONING site, compliance with rezoning conditions required.
Next Step	Lot Development Option or Board of Adjustment Variance required if higher than permitted by zone. Residential and possible flood plain review.

WALLS (RETAINING)

Subtopic	CODE REVIEW
Section	PLAN REVIEW
Application	Permit Application
Fees	See Development Standards
Submittal Requirements	2 rolled plans and previously approved site plan Cross section, delineating wall height, size and type of proposed material may also be required.
Submittal Deadlines	Plans may be submitted Monday- Friday, 8:00-4:00
Review Periods	Over the Counter Review available, staff permitting
Contact Phone Number	Zoning Review – 791-5608 Plans Review – 791-5550
Prerequisite Approvals	1) Approved Site Plan 2) Zoning Permit for retaining walls three feet (3') or higher 3) Placement of retaining walls encroaching utility easements 4) Must be approved by utility company holding the easement rights.
Possible Concurrent Reviews	Structural Review Zoning Review
Next Step	Lot Development Option or Board of Adjustment Variance required if higher than permitted by zone. Residential and possible flood plain review.

ZONING REVIEW

Patricia Gehlen, Development Services Manager
Telephone Number: (520) 791-5550

Zoning Review staff provide general information about a variety of topics including:

- *building heights*
- *commercial tenant improvements and*
- *commercial and residential site review*
- *development standard modification requests (DSMR's)*
- *lot splits*
- *parking requirements*
- *pedestrian circulation.*
- *property setbacks*
- *property zoning*
- *sign permits*

Zoning Review staff review all:

- *Building permit and grading permit applications*
- *Certificates of Occupancy*
- *Community Design Review Cases and a variety of overlay zones including the:*
 - *Hillside Development Zone (HDZ);*
 - *Airport Environs Zone (AEZ);*
 - *Major Streets and Routes Plan (MS&R);*
 - *Environmental Resource Zone (ERZ);*
 - *Scenic Corridor Zone (SCZ).*

ZONING ADMINISTRATION

Walter Tellez, Administrator, ext. 1154

Telephone Number: (520) 791-5550

DRB: Wayne Bogden, Principal Planner, ext. 1116

Zoning Enforcement: William Balak, Principal Planner, ext. 1168

The Zoning Administration Division is responsible for Land Use Code (LUC) compliance, interpretation enforcement, as well as, other zoning related duties as may be required by the Development Services Director and the LUC. A brief description of these duties are provided below.

The Zoning Administrator

The Zoning Administrator is appointed by the Development Services Director to oversee the duties and responsibilities assigned to the Zoning Administration Division.

LUC Determinations

Where questions occur concerning the content or application of the LUC, the Zoning Administrator render the final decision, interpretation and/or determination on the matter. In making the determination the Zoning Administrator relies on the purpose of the LUC section in question. Interpretations and determinations made by the Zoning Administrator can be appealed through the Type V Appeal Procedures LUC section 5.4.4.5. Appeals are heard by the Board of Adjustment as provided in LUC Section 5.1.7.3.A

Other determination s made by the Zoning Administrator include the classification or reclassification of land uses proposed within the City limits. These land use determinations decide the zoning districts in which land use may operate and the off-street parking requirements applicable to the land use.

LUC Interpretations

An example of the interpretation includes the location of zoning boundaries. The city is divided into land use zoning districts and the establishment of the zoning map is for the purpose of graphically indicating the locations of all land use zone boundaries within the corporate limits of the city, facilitating the application of the LUC on each individual piece of property. If any question arises concerning the location of a land use zone boundary, the Zoning Administrator renders a final decision on the matter (LUC Section 1.3.6).

LUC Compliance

The Zoning Administrator assures compliance with the provisions and regulations of the LUC prior to the issuance of a permit or license or any other authorization by a City agency that allows construction, alteration, conversion or use of any building, structures or land. Examples include the issuance of zoning compliance letters requested by the public, the review and approval of business and liquor license applications and staffing the Zoning Information Desk which provides the public with general information regarding the provisions and design criteria of LUC.

LUC Enforcement

All uses of land and structures established and/or constructed within the City limits must comply with the provisions of the LUC. It is the responsibility of the Zoning Enforcement Section of the Zoning Administration Division to investigate all complaints received by the Division regarding the noncompliance of land uses or structures with the LUC.

Other Responsibilities

Additional responsibilities assigned to Zoning Administration include the processing of special development applications necessary to ensure the zoning compliance of building and nonbuilding projects. These zoning applications include the Board of Adjustment (BOA), Development Review Board (DRB), Historic Preservation Zone (HPZ), Lot Development Option (LDO) Project Design Option (PDO), Substitution of Nonconforming Use or Structure (SNU) and Temporary Use Permit (TUP) processes.

Other special applications include those requesting the zoning approval necessary to conduct events of a limited duration (one day, weekend, etc. These short-term activities may include yard sales, carnivals, pumpkin and Christmas tree lots, weekend car sales and park and ride lots.

DEVELOPMENT REVIEW BOARD (DRB)

Wayne Bogdan, Principal Planner, ext. 1166

Russelyn Wells, Planner, ext. 1134

Development Review Board (DRB) The DRB is established to review proposed buildings, structures, landscaping, architectural features, development plans, and site plans as set forth in the Land Use Code (LUC).

Subtopic	Development Review Board
Section	Development Review Board of Zoning Section
Application	Parking and Landscaping variance request
Fees	See Development Standards
Submittal Requirements	1 completed list of design criteria applicable to the project. Explanations to the DRB on how the project complies with the design criteria. 1 Completed project information attachment. 8 sets of photographs of the project site and surrounding area (views to north, south, east, and west). 8 copies of the site plan and/or elevation plan (11"X17") folded to 8 ½ X 11" 8 landscape plan (11"X17") folded to 8 ½X11" 1 copy of Pima County Assessor's property information (current printout) 1 copy of the Pima County Assessor's map for the project.
Contact Numbers	Wayne Bogdan, Principal Planner, 791-5550, ext. 1166 Russelyn Wells, Planner, 791-5550, ext. 1134
Resources	Land Use Code (LUC)
Prerequisite	Comments on the plan from Zoning Review Section.
Miscellaneous Information	A development plan is a drawing providing detailed information showing a proposed project will be developed in compliance with City regulations. Development plans shall be prepared in conformance with the requirements of the Tucson Land Code. The development review board wished to see paint chips and samples of construction materials for certain areas of a project.
Next Step	Continue with process of reviews and permits.