



## STANDARD OPERATING PROCEDURE STAFF NOTES # 70

Submitting and Permitting Commercial Projects

CODE SECTION: N/A	APPROVED BY: Dennis J. Marks Building Safety Manager
	Reviewed: 04/09/09

This Standard Operating Procedure is intended to guide Registrants, Owners, Tenants and City of Peoria Community Development staff through the process of properly submitting and permitting commercial projects which include multiple tenant spaces.

### **DEFINITIONS:**

#### **SHELL BUILDING**

- Exterior walls, roof, roof drainage and main electrical equipment
- Receives Certificate of Completion
- No SES clearance for shell building EXCEPT for house panel

#### **OPEN SPEC SUITE**

- Any improvement that defines suite beyond the shell stage but not including complete build out
- No Certificate of Occupancy and No SES clearance for Open Spec Suites

#### **COMPLETED SPEC SUITE**

- Complete build out of suite defined as ready for tenant occupancy to include at a minimum the following:
  - 1) Current adopted codes, occupancy type, occupant load, construction type
  - 2) Floor plan, exiting plan, walls, ceiling
  - 3) Mechanical to include outside air calcs,
  - 4) Plumbing to include AZDA compliant restroom(s), service sink, AZDA compliant drinking fountain or approved bottled water cooler
  - 5) Electrical to include exit signs, exterior exit discharge illumination
  - 6) Fire department requirements
- Ready for TI permit issuance for C of O Only, no work needed occupy suite "as is"
- No C of O Only permits will be issued for suites that include warehouse
- No Certificate of Occupancy and No SES clearance for Completed Spec Suites allowed

## TENANT IMPROVEMENT SUITE

- If not changed from Completed Spec Suite, submit application and floor plan for review. See back of C of O application for floor plan information required for submittal. C of O Only permit will be issued.
- If modifications required to Completed Spec Suite, submit application and plans for normal Tenant Improvement process. See City of Peoria Tenant Improvement handout and back of Tenant Improvement application for information required for submittal.
- SES is released with approval of inspections and Certificate of Occupancy will be issued upon submittal of C of O approval sheet signed off by applicable departments

## PROCEDURES:

- If interior walls and suites are defined and are to be installed as part of the shell building plan then a permit will be needed for the shell building and separate permits will be required for each suite space identified on the plans.
- Shell and Spec Suite plans combined into one submittal must be accompanied with separate applications for Shell Building and individual suites.
- If an Open Spec Suite, which was submitted on the original documents, needs to be revised, plans will need to be submitted as a revision and approved against the Open Spec Suite permit.
- If an Open Spec Suite needs to be revised to a Completed Spec Suite, new plans will need to be submitted as a revision and approved against the Open Spec Suite permit.
- Tenant Improvements will always be required to obtain a separate permit. Utility clearances and Certificate of Occupancy will only be issued for the Tenant Improvement permits.
- No Tenant Improvement permits will be issued until shell building permit has been issued.
- No Tenant Improvement will receive final inspections and approval for Certificate of Occupancy until the shell building permit has received its final inspections and Certificate of Completion.
- All revisions to any plans will be charged on a per hour fee for plan review, minimum two hours.