DEVELOPMENT SERVICES DEPARTMENT
PROPOSED POLICY

POLICY NAME:	Certificate of Occupancy Baseline Depiction		
DIVISION/SECTION:	All Reviewers	**CONTACT:**	Jessie Sanders/Glenn Moyer
POLICY TYPE:	Internal & External	**EMERGENCY?**	Yes

PURPOSE:
To establish requirements and limitations for a Certificate of Occupancy Baseline Depiction submitted in lieu of the last approved site plan and last approved floor plan in support of a request for a Certificate of Occupancy (including a Provisional Certificate of Occupancy) for existing development.

PROPOSED POLICY:

A. Renderings of the existing floor and site layouts, collectively referred to herein as the "Baseline Depictions", drawn to scale, and having the required minimal elements for review, may be submitted in lieu of the last approved site plan or last approved floor plan when, following a diligent search, a copy of the subject plan cannot be found.

B. The Baseline Depictions need not be signed and sealed by a registrant. The Baseline Depictions may only be used as reference to document the existing on site conditions and improvements for purposes of evaluation and review of a Certificate of Occupancy request.

C. The Baseline Depiction for floor layout shall include the elements enumerated on the attached "Certificate of Occupancy Baseline Floor Depiction Requirements."

D. The Baseline Depiction for site layout shall include the elements enumerated on the attached "Certificate of Occupancy Baseline Site Depiction Requirements"

E. Baseline Depictions may NOT be used in the following situations:
   1. Construction or development needing permits occurring after January 1, 2008.
   2. For design of new construction, and/or development.
   3. When there are unresolvable violations of applicable Codes.
   4. For on-going violations for which citations have previously been issued.
   5. To satisfy construction safety requirements.
   6. For Certificate of Occupancy evaluation purposes when a Baseline Depiction was previously used as the basis for an issued Certificate of Occupancy and subsequent changes have occured.
   7. When work without permits occurs subsequent to issuance of a Provisional Certificate of Occupancy.

F. Acceptance of a Baseline Depiction by the City of Tucson does not grant variances to any adopted Codes.

DIRECTOR APPROVAL

Ernie Duarte, Director

6-13-08
date

CFT use only		EMT Review Date:	May 9, 2008
EMT Approval Date:		Posting Date:	
DSD Policy Number:	2008-02 (E)	Effective Date:	

Certificate of Occupancy Baseline Site Depiction Requirements

The Certificate of Occupancy baseline site depiction is prepared for the purpose of documenting existing site conditions when applying for a Certificate of Occupancy (including a Provisional Certificate of Occupancy) for existing development. It shall be drawn to scale (no larger than one inch = 60 feet) on a sheet no smaller than 8 1/2" x 11" and no larger than 24" x 36". The Certificate of Occupancy baseline site depiction shall be fully dimensioned, legible, and shall include, but is not limited to the following:

Content:

1. North arrow and scale.
2. Lot lines and dimensions.
3. Footprint of all existing buildings and structures (including overhangs and canopies).
4. Distance between all buildings or structures, and lot lines.
5. Parking lot layout showing standard and accessible motor vehicle parking spaces.
6. Curbs and sidewalks.
7. Loading space(s).
8. Trash Dumpster and enclosure(s) (if any).
9. Location of fences and walls.
10. Fire hydrants.
11. Location of all freestanding lighting.
12. Adjacent streets, with names, and location of curbs and sidewalks.
13. Any additional existing site features worth noting, i.e. billboards.
14. The plan title: "Certificate of Occupancy Baseline Site Depiction", and date prepared shall be placed in a block in the lower right corner of the sheet.

Provide notes with the following information:

1. Project address and current zoning.
2. Pima County tax parcel number(s).
3. Date(s) the site was developed if known.
4. Gross floor area (square footage) and use of each building and individual leased spaces within each building.

Certificate of Occupancy Baseline Floor Depiction Requirements

The Certificate of Occupancy baseline floor description is prepared for the purpose of documenting existing building conditions when applying for a Certificate of Occupancy (including a Provisional Certificate of Occupancy) for existing development. It shall be drawn to scale (i.e. ¼ inch = 1 foot) on a sheet no smaller than 8 1/2" x 11" and no larger than 24" x 36". All lettering and text (upper or lower case), and numbering, shall be legible. The Certificate of Occupancy baseline floor description shall be fully dimensioned and shall include, but is not limited to the following:

Content:

1. North arrow and scale.
2. All walls (interior & exterior).
3. All windows & openings in walls.
4. All doors with width size & swing direction.
5. All existing plumbing fixtures (i.e. toilets, sinks, water heaters, etc.).
6. Use of all rooms with square footage or room dimensions.
7. Neighboring tenants if applicable.
8. The plan title: "Certificate of Occupancy Baseline Floor Description".

Provide notes with the following information:

1. Project address.
2. Total floor area or dimensions of building space.