

Tenant Improvement Permit Packet Instructions



**City Of Sedona Community
Development Department**
102 Roadrunner Drive Sedona, AZ 86336
(928) 282-1154 • www.sedonaaz.gov/cd

The Tenant Improvement Permit Packet includes the following:

1. Commercial Building Permit Application
2. Instructions
3. Preliminary Questionnaire
4. Color and Material Sample Sheet
5. Outdoor Lighting Application
6. Sign Permit Application
7. Customer Survey Form

Although you are building under the main jurisdiction of the City of Sedona, the information contained in this application packet may not list all requirements or regulations specific to your individual building project. If you need detailed information regarding specific requirements within your project, it is recommended that you contact the following agencies or offices with your concerns:

- Oak Creek Water - 928-282-3404
- Yavapai County • 928-639-8100
- Coconino County • 928-774-5011
- Sedona Fire District • 928-282-6800
- Arizona Public Service • 928-282-4000
- AZ Water Company • 928-282-5555
- Unisource Gas Company • 928-282-3919

➤ **It is illegal to operate a Business without a valid Certificate of Occupancy.**

Per these Ordinances, established by the Sedona City Council and Community and Economic Development Department, the following time frame applies:

Administrative Completeness	Substantive Review Time Frame	Overall	Authorizing Code
21 business days	21 business days	42 business days	City Code Title 15

NOTICE:

All applicants are entitled to request and receive a clarification from the City of Sedona regarding its interpretation or application of any statute, ordinance, code or authorized substantive policy statement as required by Arizona Law, A.R.S. §9-836. You should send a written request, by letter or email, identifying the provision needing clarification, any facts relevant to the requested ruling, your proposed interpretation, and if the issues concern an existing license or a license application

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STEPS FOR OBTAINING A TENANT IMPROVEMENT BUILDING PERMIT

1. Complete application and questionnaire. The application can be downloaded from the Community Development website at sedonaaz.gov/cd. Click on the "Permits" button on the left hand side of the Community Development web page.
 2. If access to the Internet is not available, a paper copy can be obtained from the City of Sedona Community Development Department at 104 Roadrunner Drive or by calling 928-282-1154.
 3. Applicant must complete the application and submit it to the Community Development Department. Complete instructions, necessary information and applicable fees are included in the Tenant Improvement Building Permit application. Upon receipt of the application, Community Development Department and Public Works staff will review the application. Applications considered deficient will be returned.
 4. Upon final review and approval by Community and Department and Public Works staff, the Community Development Department will issue the permit at the front counter.
- For questions about obtaining a Tenant Improvement Building Permit please contact the Community Development Department at 928-282-1154.
- For questions regarding grading, drainage or sewer capacity fees please contact Public Works at 928-204-7111.

PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed for a commercial business to obtain a Tenant Improvement Permit for remodeling the interior of an existing commercial building.

Building Permit Information

■ PERMIT TYPE

Indicate "Tenant Improvement" and the type of business, such as Retail, Office, Restaurant, etc.

■ PROJECT LOCATION

Community Development staff can assist you in providing the following information if you cannot obtain it on your own:

- ASSESSOR'S PARCEL #
- LOT NUMBER and SUBDIVISION (If applicable)
- SUITE NO. and BUILDING NAME (If applicable)

■ BUSINESS NAME

Provide the name under which the business will be operating.

■ OWNER INFORMATION

- Provide the name of the tenant leasing the commercial space, if it is someone other than the owner. When the project is completed and approved for occupancy, a Certificate of Occupancy will be issued in the name provided.
 - Provide the complete mailing address of the owner or tenant listed.
 - Provide at least one phone number of the owner or tenant listed.
- If improvements to commercial property are

applied for by someone other than the owner, the tenant should verify that the proposed work is authorized by the property owner. The owner of the building must submit in writing, approval of proposed construction work.

■ CONTRACTOR

Generally, all work must be done by licensed contractors. Improvements to existing structures may be constructed by either a licensed general contractor or licensed specialty contractors hired individually.

Any questions regarding contractors or license regulations should be directed to the Registrar of Contractors in Phoenix (602-542-1525) or Flagstaff (928-526-2325).

If a general contractor will be used for your project, the state requires that you provide:

- CONTRACTOR NAME AND ADDRESS
- LICENSE TYPE and NUMBER
- SALES TAX NUMBER

If individual, licensed specialty contractors are utilized for the work, indicate "Owner" for CONTRACTOR and complete the "Owner-Builder/Developer Statement" provided by this department. List the name, license and sales tax number of each specialty contractor on the back of the "Owner-Builder/Developer Statement".

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■ ARCHITECT / DESIGNER / AGENT

State regulations require professional design and construction drawings for any structure exceeding 3,000 square feet or having an occupant load of more than 20, and require professional engineering for services greater than 600 amps, single phase or 225 amp, 120/208 volts, three phases.

- Provide the name, address and phone number of your architect, designer or agent (if applicable).

Professional design is recommended. The plans examiner may also require engineering for other elements of any structure if determined necessary.

■ COMMERCIAL SQUARE FOOTAGE

Provide the floor area of the Existing Commercial space.

■ BUILDING DETAILS

Indicate the number of stories.

Plan Review Deposit

A Plan Review Deposit is required at the time an application is made for a building permit. The deposit is applied toward the total permit fees calculated by the plan reviewer. An additional permit application and deposit is required for each detached or separate structure on the site.

Plans Required

3 Sets of Plans + Electronic link

- ***No site plans necessary for interior-only work***
- The minimum size for all plans submitted shall be at least 18" x 24"
- All plans shall be drawn to scale and dimensioned.
- Plans must be clear and legible and present enough information to allow a thorough review to be performed by zoning, engineering, flood control and building safety staff members.
- *Plans considered deficient will be returned before processing the application.*

■ FLOOR PLAN

- Note all adjacent tenant space uses.
- Show existing walls and indicate those to remain and those to be removed.
- Show new walls and partitions.
- Label all rooms according to use.
- Show door sizes and direction of swing. Indicate whether new or existing.

- Show window locations, size and type. Indicate whether new or existing.
- Identify all appliances and plumbing fixtures. Indicate whether new or existing.
- Show all proposed and existing stairs, ramps and handrails. Indicate rise and run.
- Indicate the location and construction of all proposed and existing fire-rated walls and ceilings.
- Specify the handicapped accessibility improvements that are being made to structure.
- New and existing restrooms must be drawn to a minimum scale of 1"=1'. Show all ADA requirements.

■ ELECTRICAL PLANS

(May be shown on Floor Plans)

- Show location of outlets, switches, and lights.
- Show location of proposed and existing sub panels.
- Show smoke detector, emergency lighting and exit sign locations.
- Panel schedules and load calculations may be requested by the plans examiner.

■ MECHANICAL PLANS

(May be shown on Floor Plans)

- Location, size and type of all heating and cooling equipment.
- Indicate provisions for combustion air and venting of gas-fired appliances.
- Show size and location of Type I hoods, exhaust fans and make-up air; detail hood protection and duct shaft requirements.
- Indicate provisions for mechanical equipment screening.

■ PLUMBING PLAN

(May be shown on Floor Plans)

- Show all plumbing fixtures and floor drains. Indicate whether new or existing.
- Show grease trap or interceptor; indicate sizing calculation.
- Indicate proposed gas line sizes.
- Indicate proposed drain, waste and vent pipe sizes.
- Indicate proposed water line sizes.

■ OUTDOOR LIGHTING

- Before a permit can be issued, information regarding all outdoor lighting is required. All proposed lighting must comply with the Outdoor Lighting Ordinance; Section 911 of the Land Development Code, and the following must apply

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(application within):

- Commercial additions less than 25% must submit a site plan and complete inventory detailing all existing and proposed outdoor lighting.
- Commercial additions greater than 25% must bring the entire site into conformance with all outdoor lighting requirements.
- All lighting fixtures are required to be fully shielded and installed so that the shielding complies with the definition of fully shielded light fixtures.
- Partially shielded light fixtures may be allowed, and are limited to a maximum of 5,500 lumens per net acre and shall not exceed 2,000 lumens per lamp.
- Total outdoor light output shall not exceed 100,000 lumens per net acre.

Design Criteria and Adopted Codes

- 2018 International Building Code
- 2018 International Fuel Gas Code
- 2018 International Residential Code
- 2018 international Plumbing Code
- 2018 International Mechanical Code
- 2017 National Electrical Code
- Roof Live Load -- 25 PSF (ground snow)
- Wind Load – 115 MPH Vult

Handicapped Accessibility

Federal and state regulations ARS 41-1492.02 F.4. require the removal of barriers in existing facilities that may limit accessibility to commercial uses by disabled citizens. The standards for providing accessibility is the Americans with Disabilities Act Accessibility Guidelines (ADAAG). A copy may be viewed at Community Development. Even if you are not making modifications to a commercial space, both the tenant and/or property owner are responsible for removing any architectural barriers that limit accessibility and don't comply with ADAAG.

If improvements are being made, all new and proposed work must comply with ADAAG. In addition, 20% of the cost of the alterations must be used to remove existing barriers and improve existing facilities to meet the standards of ADAAG.

In choosing which elements to provide, priority should be given:

- Accessible parking and entrance.

- Accessible route throughout the building.
- At least one accessible restroom.
- Accessible telephones and drinking fountains.

Fire Sprinkler Systems

Fire sprinkler systems are required for all new commercial structures. Additions and remodels of existing non-sprinkled structures is required when the valuation of the proposed improvements exceed 10% of the valuation of the existing structure.

Improvements to existing sprinkled buildings may require the relocation of existing fire sprinkler heads.

The system design, modifications and installation will be reviewed and approved by the Sedona Fire Department located at 2860 Southwest Drive, Sedona. 928-282-6800.

Zoning Approval

Zoning staff will review and approve the type of business you are proposing relative to the allowable uses in that particular Land Use Zone. You must complete the attached Commercial Preliminary Questionnaire. Community Development staff can assist you in determining if your business is allowed in a specific location.

Tenant improvement permits do not authorize any exterior modifications to the existing structure. If you are planning to make any alterations to the exterior of the building, call 282-1154 prior to applying for a Tenant Improvement Permit.

Sign Permits

Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development; Call 928-282-1154 in regard to sign regulations.

Processing Times

Plans and permit applications are processed on a first come first serve basis. Review times vary with the complexity of the project, the current volume of permit applications, and the quality of the submittals received.

Subsequent submittals and additional time are sometimes required to address significant corrections or obtain other agency approvals before the permit can be issued.

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Fees

■ TENANT IMPROVEMENT PERMIT

Plan review and permit fees are calculated when the plans have been reviewed. Fees for remodels are based upon a percentage of that calculated for a new structure and vary considerably with the extent and nature of the improvements.

■ SEWER CAPACITY FEE

Sewer capacity fees are due and payable at the time the building permit is issued for those properties authorized to connect to city sewer. Generally, for those properties connected to the City sewer, the proposed use or business cannot discharge more waste than currently authorized. The wastewater discharge of various uses and businesses are established by the Base Sewer User Rates table.

Engineering staff (204-7111) can determine if a particular property is connected to the City Wastewater System, what the current authorized discharge is, and whether the current discharge can be increased. If an increase in discharge is allowed, an additional capacity fee will be assessed and is due and payable at the time the permit is issued.

■ INDIVIDUAL WASTE TREATMENT SYSTEMS

An approved, on-site sewage disposal system is required if your property is not served by City sewer. If the improvements include additional plumbing fixtures or will increase current discharge, you may be required to verify that the existing treatment system is adequate for the increased discharge, or improve the existing system.

If you have concerns or questions relative to the adequacy of the existing treatment system, you may contact:

Yavapai County Environmental Services

6th and Mingus Avenue Cottonwood, AZ 86326
928-639-8136

Coconino County Health Services

2500 N Fort Valley Road Flagstaff, AZ 86001
928-774-8941

Arizona Department of Environmental Quality

1515 East Cedar Avenue, Suite F,
Flagstaff, AZ 86001, 928-779-0313

■ STATE SALES TAX

For licensing information, contact The Arizona Department of Revenue at (602) 542-4576 or (800) 634-6494.

Business License

A City of Sedona Business License is required when doing business in Sedona. To obtain a City of Sedona business license contact the City Clerks Department or go to: [Business License | City of Sedona \(sedonaaz.gov\)](http://BusinessLicense|CityofSedona(sedonaaz.gov))

Expiration of Plan Review and Building Permits

Permit applications expire 180 days after the date of submittal, unless a permit is issued.

Tenant Improvement Permits expire 180 days after the date of issuance, unless the permitted work has commenced and diligently pursued to completion. Progress inspections must occur at least every 180 days in order to keep the permit active.

Requests for permit extension are available from Community Development. An extension may be granted for unforeseeable and justifiable delays. The fee for an extension is \$50.00.

Certificate of Occupancy shall not be granted without a successful Final Inspection and Approval from the Building Department and the Sedona Fire District.

It is illegal for a Business to operate without a valid Certificate of Occupancy.

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Construction Inspections

All of the customary inspections required are listed on the job card you receive when your permit is issued. The particular inspections applicable to each project will vary, dependent upon the nature of the construction. You may contact the Building Department staff in order to determine the specific inspections required for your project.

It is the applicant's responsibility to call for all required inspections. No portion of the work can be covered, concealed or put into use until approved by the inspector.

A final inspection of the project must be requested prior to opening for business or occupying the structure. Failure to do so prior to occupying the structure may result in termination of utilities.

Inspections are conducted between 7:30 a.m. and 3:30 p.m. Monday through Friday. Inspections are scheduled by calling 928-282-3268 by 3:00 p.m. the day prior, and leaving a "voice mail" message, please leave permit number and type of inspection.

Sedona Fire District Inspections

Sedona Fire District may require additional permits and associated fees, as well as an Fire Code Compliance inspection. To determine if additional permits and/or an inspection is required, please contact the Sedona Fire Marshal's Office at (928) 204-8926.

Commercial Building Permit Application
City Of Sedona Community Development Department



102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 · www.sedonaaz.gov/cd

Check <u>all</u> that apply:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Tenant Improvement
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PRIMARY CONTACT:		Phone:		Permit #:	
Address:		Cell Phone:		Parent Permit #:	
E-mail:				Date Rec'd:	
Job Site Address:		Parcel #:		Deposit Pd.:	
Tenant Name:					
Complex Name:				Suite #:	
Project Valuation*	\$				

*(do not include cosmetic improvements such as paint and carpet)

Scope of Work:	
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OWNER NAME:		CONTRACTOR NAME:	
Address:		Company:	
Phone:		Address:	
Cell Phone:		Phone:	
E-Mail		Cell Phone:	
		E-mail:	
		City Business License #:	
		ROC State License #:	
ARCHITECT:		ENGINEER:	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
E-mail:		E-mail:	
ID #/Exp. Date:		ID #/Exp. Date:	

PLEASE LIST YOUR SUBCONTRACTORS:			
ELECTRICAL CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
MECHANICAL CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	
PLUMBING CONTRACTOR			
Name:		ROC License #:	
Phone:		City of Sedona Business License #:	

Number of Stories:		Vacant Site: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Building/Tenant Sq. Footage:		Fire Alarms: <input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Building/Tenant Sq. Footage:		Existing Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No

Is the Property Within a Flood Hazard Area? Yes No

APPLICANT

(Check one of the following): Owner Owner's Agent Contractor Contractor's Agent

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Arizona State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

Print Name

Signature

Date

Commercial Preliminary Questionnaire



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Applicant Name:		Phone:		Permit #:	
Business Name:		Cell Phone:		Business License #:	
Street Address:	Suite #:				

Please describe, in detail the type of proposed business activity:	
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Responsible party for current sewer billing?		Account #:	
Hours of operation:		Location of restrooms relative to this space:	
Prior to this proposal, what type of business activity was conducted at this location?		What types of businesses are in the adjacent tenant spaces?	
Will the building exterior be painted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide color samples.	
Does the building have a fire sprinkler system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What is the gross floor area? (square feet)	
Will exterior signs or window signs be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe any alterations or additions to exterior lighting.	
How many off-street parking spaces are located on the property?		How many spaces are solely reserved for your business' use?	

Restaurants

If planning a restaurant, please check the following that apply:	<input type="checkbox"/> Full service <input type="checkbox"/> Take-out <input type="checkbox"/> Self-service <input type="checkbox"/> Liquor service	Anticipated # of meals served per peak hours of operation:	
Grease trap size and location:		Grease interceptor size and location:	

*Restaurant alterations may be subject to additional sewer capacity and monthly billing.

I acknowledge the above information is true to the best of my knowledge. Sign & date below.

Print Name

Signature

Date

Color and Material Samples
LDC Section 5.7.F(4) & (5)



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All building materials shall meet the requirements of LDC Section 5.7.F(4)

All exterior building colors must meet requirements for light reflective value (LRV) and chroma, as described in LDC Section 5.7.F(5) and shown in the Munsell Book of Color, available for review in the Community Development Department.

Date Rec'd:	
Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff/Date:	

Owner:		Owner Phone:	
Contact Name:		Contact Phone:	
Project Address:		Plan Check No.:	B-

IMPORTANT: Indicate all exterior colors and materials below or on a separate sample board. Physical samples may be required. Use of colors and/or materials not provided here may not be approved and may be required to be changed at the expense of the property owner. The LDC requires that metallic surfaces be treated to reduce reflections and prohibits reflective or shiny surfaces. If the installation of a color or material results in a reflective or shiny surface, the property owner may be required to treat, modify, or replace the material to meet LDC requirements.

EXTERIOR WALL COLOR

EXTERIOR TRIM COLOR

Paint manufacturer:		Paint manufacturer:	
Paint name/number:		Paint name/number:	

(ATTACH SAMPLE)

(ATTACH SAMPLE)

ROOF COLOR

FENCE/WALL COLOR *(if applicable)*

Manufacturer's number:		Paint manufacturer:	
Manufacturer's name:		Paint name:	

(ATTACH SAMPLE)

(ATTACH SAMPLE)

Applicant Signature

Exterior Lighting Application
 Commercial and Multi-Family
 See LDC Section 5.8: Exterior Lighting



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 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • www.sedonaaz.gov/cd

Applicant and Permit Information

Applicant Name:		Permit #:	
Phone:		Date Rec'd:	
Email Address:		Initials:	
Action/Staff Initials:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:	

Site Identification

Property Address/Location:	
Parcel Number	
Business Name (If applicable):	

Lumen Information

Gross acres of entire site:		Acres for Public Right-of-Way:	
Net Acreage of Site:		x 70,000 = Total initial lumens permitted*	

**Total outdoor light output shall not exceed 70,000 initial lumens per net acre for all development except single-family residential uses. This cap is not intended to be achieved in all cases or as a design goal. Design goals should be the lowest level of lumens necessary to meet the lighting requirements of the site. Partially shielded light fixtures are limited to a maximum of 3,850 initial lumens per net acre and are counted towards the 70,000 initial lumens per net acre cap.*

Type of Shielding and Lumens Proposed (See Lumen Calculation Table – page 2)

Lumens: Fully Shielded Fixtures:	
Lumens: Partially Shielded Fixtures:	
Total Lumens Proposed:	

Applicant Signature

Signature:		Date:	
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Exterior Lighting Application

Commercial and Multi-Family

See LDC Section 5.8: Exterior Lighting

Lighting Inventory and Lumen Calculation Table

- Include a Site Plan identifying all lighting fixtures, keyed to the inventory table.
- Include all new/proposed lighting and all existing lighting.
- Include any lighting proposed for external illumination of signs.
- Attach cut sheets or manufacturer’s product description for all lights. If not available for existing fixtures, include photographs of the fixtures and any additional information to demonstrate compliance with code requirements.
- Attach additional sheets if necessary

Lighting Classes (See LDC Section 5.8.D(1) for a complete explanation):

- Class 1: High Activity Areas
- Class 2: Security and Public Safety
- Class 3: Decorative and Accent

Correlated Color Temperature(CCT)/Kelvin Rating: A maximum of 4,000K is permitted for all lighting; Class 2 Lighting is limited to a maximum of 2,700K

Shielding:

- F: Fully Shielded: Required for most lighting
- P: Partially Shielded: Limited to 3,850 lumens per acre
- U: Unshielded: Only permitted for existing, legal nonconforming lighting

Site Plan: Attached Provided with plans (Sheet _____)

Plan Key (ID)*	New or Existing (N or E)	Lighting Class (1, 2, or 3)	CCT/Kelvin Rating	Shielding (F, P, or U)	Initial Lumens	No. of Units	Total Lumens
Total Lumens Proposed:							

*Plan key identification in first column must correspond to labeling on site plan

Sign Permit Application

All information is required. Incomplete applications will not be accepted. See Page 2 for application requirements.



City Of Sedona

Community Development Department

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Business Owner Name:		Phone:		Permit #:	
Business Name:		Cell Phone:		Date Rec'd:	
Business Owner:	<input type="checkbox"/> New -or- <input type="checkbox"/> Existing	Fax:		Deposit Pd.:	
Business License Number:	BL-	Occupancy Permit No.:	B-		
Location Address:		Building Name:		Parcel #:	

Applicant:		Phone:	
Mailing Address:		Cell Phone:	
		E-mail:	

Sign Contractor:		Phone:	
Address:		License #:	
		Class #:	

Type and Quantity of Signs (Please include all proposed and existing signs)

	Quantity	New or Existing	Lighted (Yes/No)	Type of materials used for each sign
<input type="checkbox"/> Freestanding				
<input type="checkbox"/> Marquee				
<input type="checkbox"/> Directory				
<input type="checkbox"/> Under Canopy				
<input type="checkbox"/> Wall				
<input type="checkbox"/> Directional				
<input type="checkbox"/> Awning/Canopy				
<input type="checkbox"/> Other				

➤ Please be advised that if your property is located within the Sedona Main Street District, it will be subject to additional review.

Applicant Signature

Date

Sign Permit Requirements

- A sign permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors, and illumination of signs are as set forth in the adopted Sign Regulations of the City of Sedona (copies available upon request).
- A **completed** application addressing **all** required submittal information must be provided prior to the acceptance of permit fees or deposits.
- Please be advised that new businesses or new business owners are required to obtain a Tenant Occupancy Permit prior to occupancy of any building.
- A licensed sign or other approved contractor may be required for the installation of permitted signs.
- If the applicant is not the business owner or the property owner, a letter of authorization from the business and/or property owner is required.

MINIMUM SUBMITTAL REQUIREMENTS FOR PLAN REVIEW:

- Sign Permit Application completely filled out
- 2 complete sets of plans

PLAN REQUIREMENTS

Site Plan:

Drawn to scale and including the following:

- Property lines with dimensions, abutting street right-of-way, easements, driveway, curbs and sidewalks. Include dimensions of street frontages.
- Building dimensions, parking areas, and if applicable, adjacent buildings or structures.
- Location of utility lines, poles, and outdoor lighting fixtures.
- Location of all existing signs and proposed new signs. Identify signs to be removed.
- Location of landscape areas and existing trees.

Building Elevation:

Profile view from the street towards the building(s), fully dimensioned showing rooflines, windows and doors, awnings and site features, include the following:

- Location of existing and proposed wall signs.
- Identify signs to be removed.
- Dimension of wall that sign is located on.
- Frontage of building(s) facing street(s) in feet.
- Height of signs measured from grade.

Sign Plan:

Show elevation of sign, dimensions, foundation detail, colors, materials, style of letters, copy, illumination, and include the following:

- Length, width and depth of sign area and of individual letters.
- Structural and foundation details of freestanding signs.
- Electrical connections and wiring detail.
- Source of illumination and combined wattage (if any).
- Additional color and material samples, as may be requested.

- NOTE: Sign permits expire if authorized construction work does not commence within 60 days from the date of issue, or if at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 60 days.



SEDONA FIRE DISTRICT

2860 SOUTHWEST DRIVE • SEDONA, AZ 86336 • TEL: (928) 282-6800 • FAX: (928) 282-6857

Dear Business Owner:

Our records indicate you have requested a general fire inspection. Prior to or during the fire inspection the following information will be requested or confirmed:

- Business address
- Business phone number
- Emergency contact name(s) and phone numbers(s)

The following is a list of fire code requirements that will be checked during an inspection. This list includes the most common fire code violations. Not all of these items may apply to your occupancy. This list is not intended to be a comprehensive list of all fire code provisions. Additional requirements may apply. The number after each item cites the *International Fire Code*, 2003 edition, as adopted by the Sedona Fire District.

Fire Service Access

- Address numbers are clearly visible from street and a minimum of four inches in height with a contrasting background. Suite numbers are clearly visible and a minimum of three inches in height with a contrasting background. - 505.1
- Fire lanes are not permitted to be obstructed - 503.4
- Three feet of clear space around circumference of fire hydrants and fire department connections are required - 508.5.5
- All buildings equipped with fire sprinklers, fire alarms or commercial kitchen cooking fire suppression systems shall be provided with an approved KNOX key box. Provide a key for this tenant space -- 506.2

Means of Egress/Exits

- Exits are required to be easily recognizable and are not permitted to be obstructed - 1003.6
- Lighting is required for corridors, stairways, and exterior exit ways - 1006.3
- If main exit uses key locking hardware, provide sign "This door must remain unlocked during business hours." - 1008.1.8.3
- Additional doors other than the main door are required to be readily openable from the inside without the use of a key or special knowledge -- 1008.1.8.3
- Exit signs are required to be internally or externally illuminated at all times, bulbs and battery backup is required to be maintained - 1011.2
- Emergency lighting shall be provided for buildings requiring two or more exits -- 1006.3

Fire Protection

- Self-closing fire-rated doors are not permitted to be blocked open unless controlled by the fire alarm system - 703.2
- Penetrations to fire resistance rated walls and ceilings are required to be maintained - 703.1

Safe....Friendly....Dedicated

Fire Protection Systems

- Fire detection, alarm and suppression systems shall be maintained operational - 901.6
- A minimum of one fire extinguisher shall be provided. The travel distance to any fire extinguisher shall not exceed 75 feet from any point in a building. Extinguishers shall be classified at least 2A10BC or greater, containing at least 5 pounds of dry chemical agent. Units shall be serviced and tagged by a reputable fire extinguisher company prior to the unit being displayed – 906.1
- Fire extinguishers are required to be in an approved cabinet or installed on a hanger. Fire extinguisher shall be mounted not less than 4 inches off the floor and the top of the fire extinguishers shall not be higher than 48 inches - 906.7
- Fire extinguishers are required to be visible, accessible and mounted near an exit door - 906.6
- Provide documentation that fire extinguishers, automatic sprinkler systems and fire alarm systems have been serviced annually - 901.6
- Provide documentation of kitchen hood suppression system service every 6 months - 904.11.6.4
- Provide Cooking Class K extinguisher within 30 ft. of cooking equipment involving vegetable or animal oils and fats or solid fuel cooking appliances - 904.11.5

Electrical

- Powerstrips that are polarized or grounded and equipped with overcurrent protection listed in accordance with UL 1363 are permitted - 605.4
- Power strips, extension cords or other electrical cord shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to damage - 605.4.3
- Discontinue use of extension cords not plugged directly into an approved receptacle, power tap, or multiplug adapter - 605.5.1
- Extension cords are not to be used in place of permanent wiring – 605.5
- Electrical cords must be maintained in good condition without splices, deterioration or damage - 605.5.3
- Electrical outlets, switches and junction boxes are required to be properly covered with plates - 605.6
- Electric service panels and panel breakers are required to be accurately labeled, for all electrical circuits inside the panel and outside the panel- 605.1

Housekeeping

- Combustible materials in buildings are required to be maintained in an orderly manner - 315.2
- Maintain storage a minimum of 2 feet below the ceiling in nonsprinklered buildings and a minimum of 18 inches below sprinkler heads - 315.2.1
- Storage of combustible materials is not permitted in exits or exit enclosures, boiler rooms, mechanical rooms, or electrical equipment rooms - 315.2.3
- Storage of combustible materials in attic, under-floor and concealed spaces is prohibited unless it is protected by 1-hour fire-resistive construction - 315.2.4
- Materials susceptible to spontaneous ignition, such as oily rags, can only be stored in a listed disposal container. (self closing lids) - 304.3.1
- Storage of dumpsters in buildings or placed within 5 feet of combustible walls, openings, or under roof eaves is not permitted- 304.3.3
- Compressed gas containers such as CO2 and helium are required to be chained to prevent tipping – 3003.3
Storage above walk-in freezer or refrigerators shall meet the load bearing requirements of the manufacturer. Automatic fire sprinkler coverage shall be provided, if applicable – 315.2

Hazardous Materials

- Shelf storage of flammable and combustible liquids must be maintained in an orderly manner and non-compatible materials are required to be separated - 3404.3.3.5.3

If you have any questions please feel free to contact Fire Marshal Gary Johnson, (928) 204-8907, email gjohnson@sedonafire.org or Fire Inspector Kevin Sullivan, (928) 204-8906, email ksullivan@sedonafire.org.

Customer Satisfaction Survey



City Of Sedona
Community Development Department
 102 Roadrunner Drive Sedona, AZ 86336
 (928) 282-1154 • Fax: (928) 204-7124

We are currently in the process of evaluating our customer service, and need your feedback so we may improve even further. Please take a moment to complete the survey below, and let us know how we are doing.

How was contact made?

- Front Counter
 Phone
 Email
 Field Employee
 Website
 Other: _____

Which division of Community Development did you contact?

- Building Safety
 Planning and Zoning
 Code Enforcement
 Other: _____

Please rate the following:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Staff was helpful, courteous and professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff provided clear, concise, and accurate information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff responded to my needs in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees of Community Development demonstrate a willingness to help customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff members demonstrate knowledge and expertise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Development makes information easily accessible and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am satisfied with the range of services provided by Community Development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about Community Development as a whole, would you say the permitting process is:

- Improving
 About the same
 Needs improvement

My overall service experience was:

- Poor
 Fair
 Good
 Great
 Excellent

Continue on back →

Comments:

Please explain why you rated us as you did, and provide any suggestions on how we might serve you better in the future.

(Optional)

Your Name:	
Email Address:	
Phone:	

May we contact you to follow up? Yes No

Please leave your completed survey at the front counter or mail to the address above or fax to: 928-204-7124.
Thank you for your time – we appreciate your feedback!