

# Tenant Occupancy Permit Packet Instructions



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

The Tenant Occupancy Permit Packet includes the following:

1. Tenant Occupancy Permit Application
2. Commercial Preliminary Questionnaire
3. Sign Permit Application
4. 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:

- City of Sedona Building Safety Division • 928-282-1154
- 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 (A Tenant Occupancy Permit is not a Certificate of Occupancy).**

## Relevant Ordinances & Timelines

The relevant ordinances governing this permit are:

- City of Sedona Land Development Code requirements, Articles 1-19  
[www.codepublishing.com/AZ/sedona/lcd.html](http://www.codepublishing.com/AZ/sedona/lcd.html)
- City of Sedona City Code, Chapter 15 Buildings and Construction [www.codepublishing.com/AZ/sedona](http://www.codepublishing.com/AZ/sedona)
- 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.

## STEPS FOR OBTAINING A PERMIT

1. Complete application and questionnaire. The application can be downloaded from the Community and Economic Development website at [sedonaaz.gov/cd](http://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

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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 Development Department and Public Works staff, the Community Development Department will issue the permit at the front counter.

### Staff Contacts

- For general questions regarding the process for obtaining a Tenant Occupancy Permit please contact the Community and Economic Development Department at 928-282-1154.
- For specific questions regarding grading, drainage or sewer capacity fees please contact the Engineering staff, 928-204-7111.
- For specific questions regarding construction and building requirements, please contact the Plans Examiner, 928-282-1154.
- For specific questions regarding inspection requirements, please contact the Building Inspector, 928-282-1154.

### PERMIT APPLICATION INSTRUCTIONS

The following outlines the typical information needed for a commercial business to obtain a Tenant Occupancy Permit. A Tenant Occupancy Permit is required for any new business occupying commercial space or an existing business changing locations. The purpose is to ensure that the proposed business is an allowed use in the specified zoning district and that the building meets the requirements of the current zoning and building codes. Once the required inspections are approved, the City of Sedona will issue a Certificate of Occupancy to the tenant.

#### Building Permit Application

##### ■ INTENDED USE

Indicate the type of business you will be operating i.e., retail, food service, office professional, etc.

##### ■ ASSESSOR PARCEL NO.

Community Development staff can assist you in providing the Assessor Parcel No. if you cannot obtain it yourself.

##### ■ BUSINESS ADDRESS

Provide a valid address where the business will be operating.

##### ■ BUILDING NAME / SUITE NO. (If Applicable)

Provide the name of building and the suite number in which you are leasing space to operate your business.

##### ■ BUSINESS NAME

Provide the name under which the business will be operating.

##### ■ TENANT NAME

Provide the name of the tenant (person or people) leasing the commercial space to operate the business. When the permit has been approved and finalized a Certificate of Occupancy will be issued in the name provided.

##### ■ ADDRESS

Provide the mailing address of the tenant.

##### ■ BUILDING OWNER/PROPERTY MANAGER NAME

Provide the name of the person or company for which you have signed a lease agreement with.

##### ■ ADDRESS

Provide the mailing address of the person or company for which you have a signed lease agreement with.

#### Plans Required

Provide a floor plan\* (drawn to scale, minimum of  $\frac{1}{4}$  inch = 1') of the interior space that shows the location of the following:

1. All doors and windows, note door width(s)
2. Existing exit signs and emergency lighting,
3. Proposed layout: show counters, displays shelving, tables, chairs, etc.
4. Walls and partitions

\*Plans do not need to be prepared by a registered professional.

#### Deposit

A deposit of \$50 is required at the time an application is submitted for a Tenant Occupancy Permit. This is the total fee for the review process and permit application. This deposit is non-refundable. **Additional sewer capacity fees could be required.** It is not recommended to sign any leases or sign a lease contingent upon you having an approved building permit.

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## 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 and Economic Development staff can assist you in determining if your business is allowed in a specific location.

## Sedona Fire Department Approval

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

## Sign Permits

Commercial signs require separate applications and permits. Submittal information and applications are available at Community Development; call Cari Meyer 928-204-5049 in regard to sign regulations.

## Fees

### ■ SEWER CAPACITY FEE

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 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. Contact Public Works at 928-204-7111.

## Expiration of Tenant Occupancy Permits and/or Applications

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

## Business License

A City of Sedona Business License is required when doing business in Sedona. To obtain a business license

contact the City Finance Department at (928) 204-7185 or email [businesslicense@SedonaAZ.gov](mailto:businesslicense@SedonaAZ.gov), or go to the website ([www.sedonaaz.gov](http://www.sedonaaz.gov)) under Business.Inspections

**It is the applicant's responsibility** to call for all required inspections. Inspections are conducted between 7:30 a.m. and 3:30 p.m. Monday through Friday. Inspections are scheduled by calling 928-282-3268 and leaving a "voice mail" message, please leave the permit number and type of inspection requested. To schedule an inspection, the applicant must call by 3:00 P.M. the day before you would like your inspection. Call (928) 282-3268 and leave the following information:

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

**Certificate of Occupancy shall not be granted without a successful Final Inspection and Approval from the Building Department. Additionally, approval from the Sedona Fire District may also be required.**

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

## Limitations of a Tenant Occupancy Permit

Under a Tenant Occupancy Permit, an Owner/Tenant may do the following:

- Relocate cash register/service counter and perform the minor electrical work associated with these items.
- Install display cases and minor electric associated with these items.
- Install/relocate not more than 3 light fixtures to best serve new display areas. This does not allow re-wiring of entire ceiling, wall or other areas.

NOTE: A commercially licensed contractor is required for any electrical work.

If any work you intend to do falls outside of the items listed above, a Tenant Improvement Permit will need to be applied for instead of a Tenant Occupancy Permit. See the Tenant Improvement Permit Instructions for details.



# Tenant Occupancy Permit Application



## City Of Sedona Community Development Department

102 Roadrunner Drive Sedona, AZ 86336  
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<b>LOCATION INFORMATION</b>		Permit #:	
Business Name (if applicable):		Date Received:	
Business Address:		Deposit Paid:	
New Business/ Existing Business/ New Owner		Staff:	
Parcel #:			
Intended Use (i.e. retail, food service, office professional, etc.):			

<b>TENANT INFORMATION</b>		<b>BUILDING OWNER OR PROPERTY MANAGER</b>	
Tenant Name:		Owner/ Manager Name:	
Address:		Address:	
Phone:		Phone:	
Cell Phone:		Cell Phone:	
E-mail:			

**Requirements:**

1. You may be required to have a Fire Code Compliance inspection. To determine if an inspection is required, please contact the Sedona Fire Marshal's Office at (928) 204-8926.
2. You are required to contact the Arizona Department of Revenue to report the City of Sedona as your place of business for sales tax purposes.
3. You are required to complete and return a City of Sedona Business License Application to the Finance Department.
4. Building signage requires a City of Sedona Sign Permit.
5. Grand opening banners or promotional banners require a separate Temporary Sign Permit.
6. Final building inspection & approval is required prior to receiving a Certificate of Occupancy
7. You are required to complete the attached Tenant Improvement/Tenant Occupancy Preliminary Questionnaire in its entirety.

**Process - The Tenant Occupancy Process is a five step process:**

1. Submit Application
2. Review Application
3. Issue Permit
4. Inspect Location
5. Issue Certificate of Occupancy

Business Owner       Agent       Property Manager

Print Name

Applicant 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"/> Self-service	<input type="checkbox"/> Take-out <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



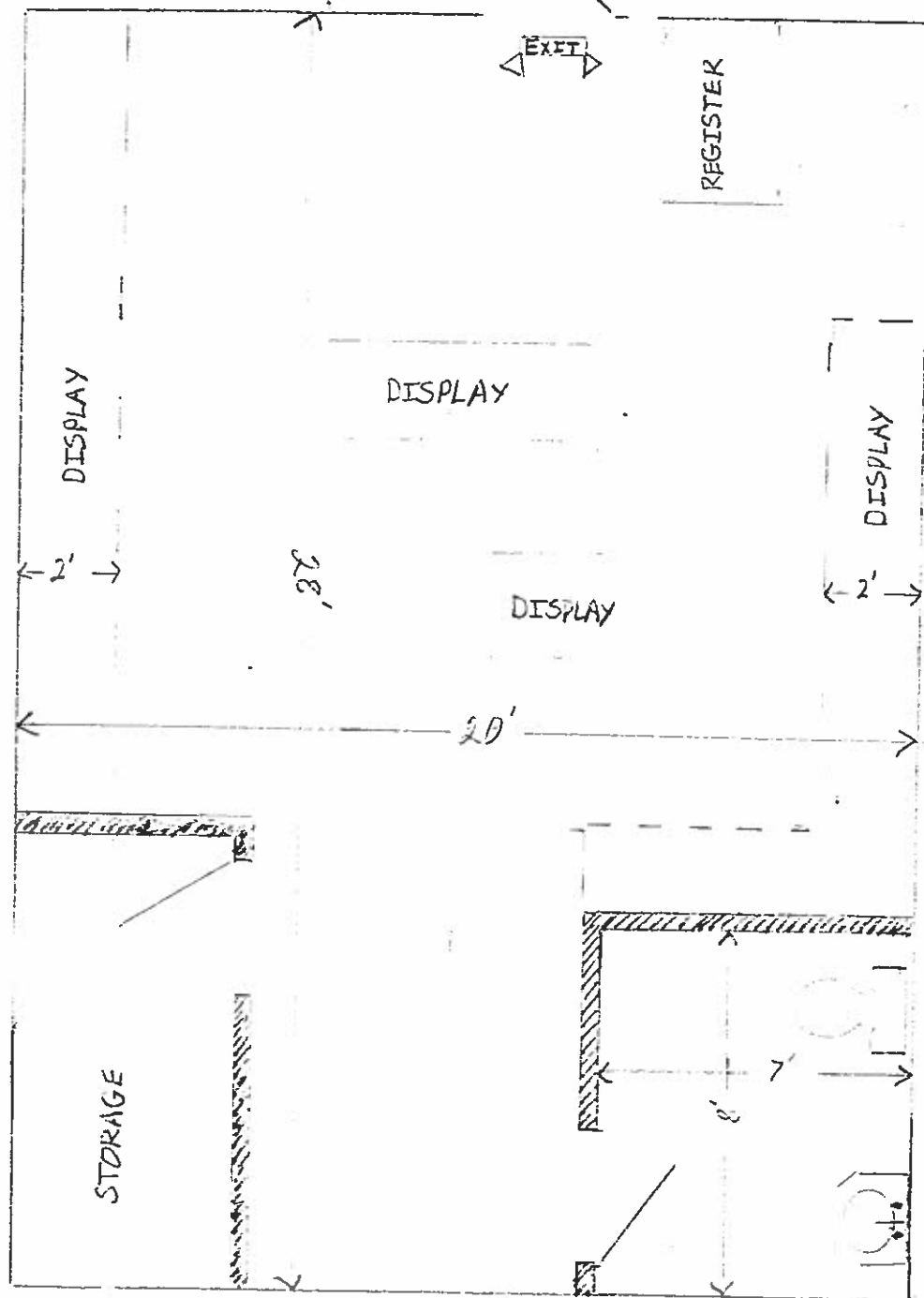


# SAMPLE FLOOR PLAN

Provide a floor plan\* (drawn to scale, minimum of 1/4 inch = 1') of the interior space that shows the location of the following:

1. All doors and windows, note door width(s) and swing direction
2. Existing exit signs and emergency lighting
3. Proposed layout: show counters, displays, shelving, tables, chairs, etc.
4. Walls and partitions, restrooms, fixtures, dressing rooms, etc.

\*Plans do not need to be prepared by a registered professional.



SCALE 1/4" = 1'



# Sign Permit Application

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



**City Of Sedona**

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

<b>Applicant:</b>		<b>Phone:</b>	
<b>Mailing Address:</b>		<b>Cell Phone:</b>	
		<b>E-mail:</b>	

<b>Sign Contractor:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>License #:</b>	
		<b>Class #:</b>	

**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

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- 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
- \$25.00 plan review deposit

### 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.

# Customer Satisfaction Survey



**City Of Sedona**  
**Community Development Department**  
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 (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. Participants who provide contact information are entered in our periodic drawings.

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.*

**If you would like to be entered in our periodic drawings, please provide your contact information:**

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!