COURTESY INSPECTION REQUEST FORM

City of Sierra Vista
1011 N. Coronado Drive
Sierra Vista, Arizona 85635

Information: (520) 417-4413
Inspections only: (520) 452-7019
Fax No.: (520) 452-7023
Email: planning@sierravistaaz.gov

Date: _______________________

Site Address: ____________________________________________________________

Business Name: __________________________________________________________

Business Owner Name: __________________________________________ Telephone No: _______________________

Mailing Address: _________________________________________________________

Proposed Use of Space: ___________________________________________________

Proposed Improvements: ___________________________________________________

- OFFICE USE ONLY -

1. Previous Use/Occupancy Classification _______________________________________

2. Type of Construction of the overall Building ________________________________

3. Proposed Use/Occupancy Classification (2012 IBC Chapter 3) ___________________
   B – Office, doctor, real estate M – Retail sales
   F – Metal fabrication S – Combustible storage

4. Occupancy Classification of Adjacent Tenant Spaces
   Left side _______ Right side _______ Rear _______

5. Approximate Square Footage of Tenant Space _________________________________
   Overall building square footage _________

6. Occupancy Separation (2012 IBC Section 508) (One-hour per amendment)
   Rating provided (0hr, 1hr, 2hr, 3hr.)
   Non-separated uses – yes or no
   Separated uses required – yes or no
   Rating required (1hr, 2hr, 3hr)

7. Automatic Sprinkler System
   Provided – yes or no

Revised February 2015
Required – yes or no

8. Occupant Load (2012 IBC Chapter 10)
   Mixed uses – yes or no
   Occupancy Group _____ - _____
   Occupancy Group _____ - _____

   Number of exits required _____
   Number of exits provided _____

10. Bathroom Requirements

11. Action Required – yes or no

Additional Comments:

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The City is pleased that you are considering occupying an existing building and possibly making improvements. Building staff are available to perform Courtesy Inspections at no charge. Please keep the following in mind when requesting a Courtesy Inspection:

- The purpose of the Courtesy Inspection is to provide a very general overview of the building’s structure and viability for the use you are considering.

- Inspectors will generally inspect a building in terms of the use you are considering. Changes made in your proposed use after the inspection may invalidate the inspection.

- The inspector is not responsible for providing advice regarding portions of the building not readily visible or which cannot be tested due to lack of power, water, etc.

- You are strongly advised to have building specialists evaluate the building. A Courtesy Inspection is intended to provide general information only; electricians, plumbers and mechanical contractors can provide more detailed information.

- While effort will be made to provide a general assessment of the building, it is your responsibility to be satisfied with the building and that it will function the way you want, and at a price you can afford.

- After the courtesy inspection we encourage you to contact a building inspector with any questions you may have. Questions raised early in the process can save you time and money as you have plans drawn up or begin construction.

- Remember that a building permit is required for construction work in Sierra Vista. Please keep in mind that a design professional will be needed to provide detailed construction plans and specification for alterations. State law requires a licensed and bonded contractor for all commercial improvements requiring a permit. When in doubt, please ask!

A business license is required to open and operate a business in Sierra Vista. When you apply for the business license at City Hall you will be asked to apply for a Zoning Compliance Certificate. Several divisions will then review the proposed use and building, to include Planning, Building, Fire and Finance.

Acknowledged by: __________________________ Date: __________________________

Contact Phone Number: __________________ Contact E-mail: __________________

Business Name: ___________________________ Location: ______________________