



### **Background**

Part of the mission of the Adaptive Reuse Program is to make it easier to obtain permits for adaptive reuse projects. One of the common challenges in the permitting process is obtaining a full set of plans for an existing building when very little construction is proposed. This process will provide a method for issuing a building permit based on an evaluation report in lieu of a full plan submittal. It is targeted towards small projects with very little construction proposed, and the evaluation report would be used to issue the permit and conduct inspections.

### **Guidelines**

- Single story, existing building only, eligible under Tier 1, 2 or 3 without any added square footage
- Limited to Assembly, Business, Mercantile and Storage occupancies
- Can include minor interior remodel and minor code upgrade work
- Report must be sealed by an Arizona registered architect or structural/electrical engineer
- All site, civil and traffic requirements must be met under separate review

### **Report Requirements**

The registrant will evaluate the building for the intended occupancy to determine if it meets the minimum requirements of the Phoenix Building Construction Code (PBCC). Items that shall be addressed in the report include (but are not limited to):

- Egress
- Fire protection requirements
- Exterior wall fire-ratings and opening protection requirements
- Interior finish flame spread and smoke development requirements
- General structural evaluation to determine adequacy of the structural system for the proposed use. Include increased floor loads (if applicable) and seismic considerations where change of occupancy is to a higher hazard level.
- Accessibility per IEBC 305
- Adequacy of electrical system, wiring methods, loads and overcurrent protection
- Ventilation requirements including kitchen exhaust if applicable
- Plumbing demands
- Grease interceptor requirements

For buildings that are not in compliance with the prescriptive requirements of the PBCC, the registrant must specify the modifications required to obtain compliance. As an alternative, the building can be evaluated using the Compliance Methods of the International Existing Building Code.

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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

**Process**

- Customer obtains site approval from Counter 6 for zoning, civil and traffic issues
- Customer submits sealed report with permit application to Counter 5
- Minor commercial team reviews for minimum information and compliance, and verifies that the scope of the project fits within the limitations of this guideline
- Permit by Inspection (PBI) is issued. An appropriately licensed contractor is required for any proposed remodel or code upgrade work
- Using the report, inspections are conducted. Any deficiencies must be addressed by the contractor under the direction of the registrant. Extensive work not identified in the original report may require additional plans and/or permits.

**This policy applies to Tiers 1, 2, and 3 for structures permitted prior to 2000 without any additional square footage.**

Tier 1: 5,000 sq. ft. maximum.

Tier 2: Greater than 5,000 sq. ft. to 25,000 sq. ft.

Tier 3: Greater than 25,000 sq. ft. to 100,000 sq. ft. and Large Scale Commercial Retail as defined in the Zoning Ordinance “big box” (Mercantile Occupancy).