

# 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](mailto:planning@sierravistaaz.gov)

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Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Proposed Use of Space: \_\_\_\_\_

Proposed Improvements: \_\_\_\_\_

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- 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

Required – yes or no

**8. Occupant Load (2012 IBC Chapter 10)**

Mixed uses – yes or no

Occupancy Group \_\_\_\_\_ - \_\_\_\_\_

Occupancy Group \_\_\_\_\_ - \_\_\_\_\_

**9. Means of Egress (2012 IBC Chapter 10)**

Number of exits required \_\_\_\_\_

Number of exits provided \_\_\_\_\_

**10. Bathroom Requirements**

**11. Action Required – yes or no**

Additional Comments:

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## COURTESY INSPECTION INFORMATION

City of Sierra Vista, Community Development  
1011 N. Coronado Drive, Sierra Vista, AZ 85635

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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: \_\_\_\_\_