



## Pima County Large Commercial/Industrial Development and Permitting Guidelines

Revision: February 23, 2015

### General permitting

See [process for site permitting](#) for general information on the submittal process. If the project consists of a single building on a site, it is recommended that developers use the process for a [Building/Site Construction Permit](#). If the project consists of multiple buildings, then developers must use the [Site Construction Permit](#) and a separate [Building Permit](#) for each building.

### Fees

Development fees may be determined by viewing the [fee schedules and the calculation aids](#). The County collects fees for development permits as well as wastewater connection and transportation impact. Fee estimates may also be obtained by submitting a project design draft to [site@pima.gov](mailto:site@pima.gov) (include in the subject line: Permit fee estimate request for large commercial project).

### Timeline

We strive for 5 day review timeframes on all development and building permits. If the property zoning requires a comprehensive plan update and rezoning, count on at least four months to secure these approvals.

Development Services is committed to working with large commercial developers to facilitate design and submittal requirements. The [Subdivision and Development Review Committee](#) (SDRC) assembles expertise from across County departments to provide a preliminary vetting on developer project concept. The SDRC is a no cost service provided by Pima County Development Services.

Pima County [GIS maps](#) are indispensable for researching parcel information and context.

The following table outline assumes commercial/industrial zoning:

	Permit/ Authorization	Issuing Agency	Estimated Timeline	Notes
<b>Step 1</b>	General planning for streets/utilities if not at site or already platted	Varied	Varied	Contact applicable agencies/utilities to determine whether project will require improvement to: <ul style="list-style-type: none"> <li>• Street network</li> <li>• Sewerage/water/gas infrastructure</li> <li>• Electric/communication infrastructure</li> <li>• Drainage infrastructure</li> </ul> <b>Development Services can coordinate requests for: streets, drainage and sewer infrastructure.</b>
	Official Site Records Check for Archeological clearance	Arizona State Museum	1 month	See the ASM website to request a search of the archaeological records: <a href="http://www.statemuseum.arizona.edu/crservices/private_land.shtml">http://www.statemuseum.arizona.edu/crservices/private_land.shtml</a>

Step 3 Other Permits	AZPDES Storm Water Construction General Permit	Arizona DEQ	<1 month	Coverage obtained through <a href="#">ADEQ Smart NOI</a> process. SWPPP must be developed and implemented before construction begins
	Fugitive Dust Activity Permit	Pima County DEQ	< 1 month	Address dust control during construction. See <a href="#">requirements and fee Schedule</a>
Step 2 Building/Site Construction	Building/Site Construction Permit	Pima County Development Services (DSD)	2 weeks	The following agency reviews are included in the integrated site review process: zoning, site construction, buildings, drainage/flood control, archaeology, streets, RWRD and private sewers, septic systems, DEQ Construction/Discharge Authorization. <b>Typical review turn-around time is 5 days for all above items.</b>

### Other local jurisdictions/utilities

Check with:

- Fire district (if non fire district, then [AZ State Fire Marshal](#) has authority)
- Water service provider
- Electric service provider
- Other utilities as needed (gas communications, etc.)

Applicable fire district, water provider, electric utility, etc., may be determined using our [GIS maps](#).

### State of Arizona requirements

1. ARS Title 41 Section 41-844 – Findings of subsurface archeological remains
2. Arizona Native Plant Law - ARS 3-904-Notice of Intent to Clear Land; <http://www.azda.gov/ESD/clearland.pdf>
3. Arizona Historic Preservation Law
4. State Water Quality Law
5. ADOT Action Plan
6. ADOT Highways Division Policy and Implementation Memorandum 89-05, “Preservation of Arizona’s Wetlands,” August 1,1989
7. Noise Abatement Policy for State Funded Projects
8. Arizona Environmental Quality Act (EQA)
9. Hazardous Waste Management Act (HWMA)
10. Underground Storage Tank Act of 1986