



Cochise County
Community Development
Planning, Zoning and Building Safety Division
Public Programs...Personal Service
www.cochise.az.gov

THE COMMERCIAL USE/BUILDING PERMIT APPLICATION PROCESS

The establishment of a new commercial (non-residential) use, or improvements, or changes to an existing commercial use (regardless of whether any building construction is involved), requires Permits from Cochise County. Commercial uses are all uses of property other than traditional residential uses. These non-residential uses include, but are not limited to, retail sales, repair shops, manufacturing products, storage facilities, food services, faith-based facilities, non-profits, varied services like salons or kennels, etc.

Commercial uses that carry a statutory exemption (e.g. agricultural operations, mining operations, utilities, etc.) do not fall within the above category. Questions relating to permit requirements for these activities should be directed to the Commercial Permit Coordinator at (520) 803-3960.

STEP 1

Completion of your permit application, site plan and required attachments

It is important to answer every question that applies to your proposed commercial use as completely as possible. The information you provide will help County, and other outside agency staff, clearly understand what you are proposing.

The Community Development Department and other relevant departments/agencies will be happy to answer any questions you might have about the permit process. Staff are also willing to meet with you (appointments are preferred) to go over application forms and site plan requirements.

Your permit application will be considered complete, and will be accepted for review, **ONLY** after all items noted on the list of required submittals are completed and the project is fully described by answering the questions in the application. Failure to provide all of the information needed to process your application could result in unnecessary delays in the review process.

Be aware that **ALL** work performed on buildings for commercial uses must be done by an Arizona licensed commercial contractor. If you have questions regarding this requirement, please contact the Registrar of Contractors' Office, located in Tucson, Arizona at (520) 628-6345.

STEP 2

Identification and payment of your required fees (Administrative Review)

A minimum application fee of \$115 is required to be submitted with your Commercial Permit application. During the administrative review phase of your application you will be notified by the Commercial Permit Coordinator of any additional fees, including estimated plan review fees, that your project will require.

Planning, Zoning and Building Safety

1415 Melody Lane, Building E
Bisbee, Arizona 85603
520-432-9300
520-432-9278 fax
1-877-777-7958
planningandzoning@cochise.az.gov

Highway and Floodplain

1415 Melody Lane, Building F
Bisbee, Arizona 85603
520-432-9300
520-432-9337 fax
1-800-752-3745
highway@cochise.az.gov
floodplain@cochise.az.gov

Permit review fees may also be required from other County departments. These fees must be submitted before your application will be considered complete and moved forward to the substantive review phase. Building permit fees will be calculated during the substantive review phase and must be paid before your permit will be finalized and issued to you.

STEP 3
Coordinated review meeting on your proposal

Pre-application conferences are encouraged and can be scheduled upon request with County staff through the Commercial Permit Coordinator prior to submitting your permit application.

If your proposal requires a coordinated review by County departments and/or State agencies (for reasons such as the scope of your project, potential on-site or off-site impacts, etc.) the Commercial Permit Coordinator may convene a Development Review Team meeting for joint department review of your project.

The Development Review Team typically consists of representatives from the following County departments: Planning, Zoning and Building Safety; Highway and Floodplain; Environmental Health & Social Services. You or your designated representative(s) may be invited to attend this meeting to ensure that all departments have a clear understanding of your project. The Commercial Permit Coordinator will provide you with a copy of any comments or questions submitted by staff/agencies reviewing your project prior to this meeting.

STEP 4
Technical reviews by interested agencies (Substantive Review)

Your permit request will be reviewed by technical staff from state and local department/agencies that have expert knowledge of your proposed use. Local departments include the Cochise County Planning, Zoning and Building Safety; Highway and Floodplain; Environmental Health and Social Services, and applicable fire districts. State agencies may include the State Fire Marshal’s Office, the Arizona Department of Environmental Quality or Arizona Department of Transportation. Outside agencies may also include Fort Huachuca or interested non-profit organizations (e.g. International Dark Skies Organization).

STEP 5
Summary of comments and requested revisions on your proposal

After all state and local departments/agencies reviewing your proposal complete their written comments and required revisions, the Commercial Permit Coordinator will provide you with a written summary of all applicable requirements.

If additional information or revisions are needed to process your permit application, a letter requesting the additional information or corrections will be sent to you. Upon resubmission of all requested corrections and information, your building/use permit will either be approved or denied.

If your permit application is in compliance with all pertinent requirements at this point in the review process, your building/use permit will be approved and issued.

STEP 6
Appeals to the Board of Adjustment

If, after receiving the letter stipulating the permit requirements, you wish to request a variance from any of the zoning-related requirements or wish to appeal any of the zoning-related administrative decisions

made on your application, you may submit a variance or appeal request, with applicable hearing fees, or a lot modification form (if applicable) to the Cochise County Planning Division for consideration.

STEP 7 Permit Approval and Issuance

Once all permit requirements have been met and your application complies with all state and local requirements and your required fees have been paid, a permit will be issued to you by the Community Development Department.

Your Commercial Permit will include the specific conditions of approval for your permit. The County and/or State will conduct compliance inspections to ensure that conditions of your permit, including site development standards, have been completed.

STEP 8 Inspections

It is your responsibility to call the County for all inspections.

Timely completion of your project includes calling the County to arrange for all required inspections. It is also your responsibility to complete any other requirements you might have, including calling for inspections, for state or federal agencies that have provided you with permits for your project.

Certificates of Occupancy or Certificates of Completion will be issued after your project has passed final inspection, all your permit conditions have been met, and all your fees have been fully paid.

QUESTIONS?

Should you have any questions at any time during the commercial permit review process, need more information about permits fees or would like to set up an appointment with staff, please contact the **Commercial Permit Coordinator at (520) 803-3960.** www.cochise.az.gov

Drought Resistant and Recommended Landscaping Plants: Contact the University of Arizona Water Cooperative Extension Wise Program at (520) 458-8278 ext 2141; in Willcox call (520) 384-3594 or on-line: <http://waterwise.arizona.edu>

Protected Native Plants: Contact the Arizona Department of Agriculture at (602) 542-4373 or online: www.agriculture.az.gov

Hazardous Materials Questions: Contact Arizona Department of Environmental Quality Waste Permit Liaison at (602) 771-4160 or online: www.azdeq.gov

Dust Control Measures, Requirements and Questions: Contact Arizona Department of Environmental Quality Air Quality Permit Liaison (602) 771-4492 or online: www.azdeq.gov

Floodplain and Water Quality Questions: Contact Arizona Department of Environmental Quality Water Quality Permit Liaison at (602) 771-4416 or online: www.azdeq.gov

State Highway Permit Questions: Contact the Arizona Department of Transportation, Permits Division for Southcentral District at (520) 380-4200; (520) 388-4234 or the Southeast District at (928) 428-7523; (928) 432-4916 The ADOT website provides a map with the boundaries of each district at: www.azdot.gov

Locating Contractors: Contact the Registrar of Contractor's Office at (520) 628-6345 or www.azroc.gov

Fry Fire District: Contact the Fry Fire District at (520) 378-3276 or online: www.fryfiredistrict.com