

0503-08

#45 5/17/07



## Staff Summary Report

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**City Council Meeting Date:** May 31, 2007

**Agenda Item Number:** 58

**SUBJECT:** This is the second public hearing for an ordinance to amend the Tempe City Code, Chapter 8, relating to Buildings and Building Regulations, by amending Article I, Section 8-100.

**DOCUMENT NAME:** 20070531dssf01

**TCC CH 8 CITY CODE (0503-8)  
ORDINANCE NO. 2007.32**

**SUPPORTING DOCS:** No

**COMMENTS:** This ordinance modifies the Tempe Administrative Code which is used in conjunction with Tempe's Building Codes. Most of the modifications coincide with an associated fee change resolution, with the ultimate purpose of bringing our Building Permit and Plan Review fees into a competitive position with the other valley cities. The ordinance also adds a new section which provides a uniform methodology for the assignment of suite numbers to all types of new buildings, including high rise mixed used buildings. This new section is meant to be an aid to our Fire Department, Police Department, and other emergency responders.

**PREPARED BY:** Shelly Falcon, Administrative Assistant II (480-350-8654)

**REVIEWED BY:** Michael Williams, Deputy Development Services Department Manager (480-350-8670)

**LEGAL REVIEW BY:** Andrew Ching, City Attorney (480-350-8575)

**FISCAL NOTE:** N/A

**RECOMMENDATION:** Staff recommends that Ordinance No. 2007.32 be adopted

**ADDITIONAL INFO:** None

**ATTACHMENTS:** 1) Ordinance No. 2007.32

ORDINANCE NO. 2007.32

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, AMENDING CHAPTER 8, ARTICLE I, SECTION 8-100 OF THE TEMPE CITY CODE, RELATING TO BUILDINGS AND BUILDING REGULATIONS BY AMENDING THE TEMPE ADMINISTRATIVE CODE WITH CERTAIN AMENDMENTS THERETO.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, as follows:

**Section 1.** That Tempe City Code, Chapter 8, Article I, **Tempe Administrative Code**, is hereby amended as follows:

**Sec. 8-103 - Duties and Powers of Building Official**

[§ 103.12 is hereby amended as follows:]

*Section 103.12 Modifications.* Wherever there are practical difficulties involved in carrying out the provisions of this Chapter or the technical codes, the building official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the building official shall first find that special individual reason makes the strict letter of the codes impractical and the modification is in compliance with the intent and purpose of this Chapter and the technical codes and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of action granting modifications shall be recorded and entered in the files of the Building Safety Division.

**REQUESTS FOR MODIFICATIONS MUST BE SUBMITTED TO THE BUILDING OFFICIAL IN WRITING ALONG WITH ALL SUPPORTING DOCUMENTATION AND THE APPLICABLE FEE AS PRESCRIBED IN TABLE 2-A.**

[§ 103.13 is hereby amended as follows:]

*Section 103.13 Alternative materials, design and methods of construction and equipment.* The provisions of this Chapter and the technical codes are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this Chapter or the technical codes, provided any such alternative is approved by the building official. An alternative material, design or method of construction may be approved where the building official finds the proposed design is satisfactory and complies with the intent of the provisions of this Chapter and the technical codes, and the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this Chapter and the technical codes in quality, strength, effectiveness, fire resistance, durability and safety. Records of alternative materials, design and methods of construction approvals shall be recorded and entered in the files of the Building Safety Division. **REQUESTS FOR ALTERNATIVE MATERIALS, DESIGN, AND METHODS OF CONSTRUCTION MUST BE SUBMITTED TO THE BUILDING OFFICIAL IN WRITING ALONG WITH ALL SUPPORTING DOCUMENTATION AND THE APPLICABLE FEE AS PRESCRIBED IN TABLE 2-A.**

**Sec. 8-104 - Permits**

[§ 104.2.1, p. and q. are hereby added as follows:]

**104.2.1 Building permits.** A building permit shall not be required for the following:

- p. TEMPORARY STAGES, PLATFORMS, BLEACHERS, GRANDSTANDS AND SIMILAR STRUCTURES CONSTRUCTED FOR USE DURING SPECIAL EVENTS PURSUANT TO SPECIAL EVENTS PERMIT. (SEE TEMPE CITY CODE SECTION 5-2).**
- q. TEMPORARY SOIL OR STRUCTURAL SHORING TO BE USED DURING BUILDING CONSTRUCTION, REMODEL OR REPAIR.**

[§ 104.2.2, n. is hereby amended as follows:]

**104.2.2 Electrical permits.** An electrical permit shall not be required for the following:

- n. Installation of portable generators for temporary events USE DURING SPECIAL EVENTS PURSUANT TO SPECIAL EVENTS PERMIT. (SEE TEMPE CITY CODE SECTION 5-2).**

[§ 104.8.2 is hereby amended as follows:]

**104.8.2 Work report.** A list of all additions and alterations not generally regarded as maintenance shall be prepared by the person who holds the maintenance electrician's certificate of registration, and submitted monthly to the building official together with any plans or working drawings.

[§ 104.9.2, 3 and 5 are hereby amended as follows:]

**104.9.2 Maintenance electrician's or plumber's certificate of registration.** Persons may obtain a maintenance certificate of registration as follows:

- 3. Every person applying for a maintenance certificate of registration shall pay to the city a fee as prescribed in Table 2-A ~~or 4-A~~ at the time of application. No portion of any fee shall be returned either upon failure to qualify, or upon revocation of certification, or for any other cause.
- 5. Every person applying for the renewal of a maintenance certificate of registration shall undergo an examination as to verify the applicants' qualifications and competency relative to the Tempe code provisions as adopted at the time of application. The renewal exam will be administered as an open book exam whereby the exam will be sent to the applicant along with the annual renewal form and a copy of Tempe's code amendments. A grade of at least seventy-five percent (75%) is required to qualify for registration renewal. Renewal applicants whose initial exam was based on the current electrical/**PLUMBING** code edition need not complete the renewal exam.

[§ 104.10.3 is hereby amended as follows:]

**104.10.3 Permit fee and renewal.** Every applicant shall submit a proposed dusk to dawn

lighting standard installation plan for review and approval. An **ANNUAL** fee shall be paid at the time of application **AS PRESCRIBED IN TABLE 2-A**. Said fee shall be refunded if the application is disapproved. The permit shall expire on December 31 of each year. The permit may be renewed each year by payment of the fee on or before December 31. Any work performed after permit expiration without obtaining separate permits and inspections required by this chapter shall be a violation of this code.

[§ 104.11.5 is hereby amended as follows:]

**104.11.5 Registration fees and renewal AND ANNUAL PERMIT FEE.** Every applicant for registration shall pay a fee as prescribed in ~~Table 1-A~~ **TABLE 2-A** at the time of filing. Said fee shall be refunded if the application is disapproved. Registrations shall expire on December 31 of each year. Registration may be renewed each year by payment of the fee on or before December 31. Any work performed after expiration without obtaining **ADDITIONAL** separate permits and inspections required by this chapter shall be a violation of this code.

[§ 104.15 is hereby amended as follows:]

**104.15 Time limitation of PERMIT application.** An application for a permit for any proposed work shall be deemed to have been abandoned and expires 180 days after **VALID FOR A PERIOD OF ONE YEAR FROM** the date of filing, ~~unless such application has been pursued in good faith or a permit has been issued.~~ ~~The building official is authorized to grant one extension of time for an additional period not exceeding 180 days. Such extension shall be requested in writing with justifiable cause demonstrated.~~ **THE BUILDING OFFICIAL IS NOT AUTHORIZED TO GRANT ANY EXTENSION OF TIME.**

**Exception:** ~~Within 90 days of the date of application expiration and for those applications with a ready to issue status prior to the 360 day expiration date, the applicant shall resubmit plans and pay.~~ **PRIOR TO THE DATE OF EXPIRATION OF ANY APPLICATION THAT HAS BEEN APPROVED FOR THE ISSUANCE OF PERMITS, BUT FOR WHICH A PERMIT HAS NOT BEEN ISSUED, THE APPLICANT MAY SUBMIT A WRITTEN REQUEST FOR A 90 DAY EXTENSION. THE REQUEST MUST EXPLAIN THE JUSTIFIABLE CAUSE FOR THE DELAY. IF THE REQUEST FOR EXTENSION IS APPROVED, THE APPLICANT MUST SUBMIT A NEW PROJECT SUBMITTAL APPLICATION ALONG WITH A PLAN REVIEW RENEWAL FEE EQUAL TO 25% of the current ORIGINAL CALCULATED plan review fee, AND PAY ALL PERMIT FEES WITHIN 90 DAYS OF THE ORIGINAL EXPIRATION DATE.**

[§ 104.17 is hereby amended as follows:]

**104.17 Expiration of permit.** Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or declared abandoned by the owner for a period of 180 days after the date the work is commenced, or if the building official declares the permit suspended or abandoned after the expiration of 180 days from the date of permit issuance. The building official ~~permit~~ **IS** authorized to grant a one-time extension of 180 days in accordance with the following:

[§ 104.18 is hereby amended as follows:]

**104.18 Unfinished buildings or structures.** Whenever work has commenced on a building or structure for which a permit has been issued, and said permit has expired pursuant to Section ~~104.13~~ **104.17**, the owner of the property upon which structure is located, or other person or agent in control of said property, upon receipt of notice in writing from the Department, shall within 30 days from the date of such written notice, obtain a new permit to complete the work and diligently pursue the work to completion, or within said 30 days, obtain a demolition permit and shall remove or demolish the building or structure within 120 days from the date of written notice. Notwithstanding the provisions of Section ~~104.13~~ **104.17** and this section, whenever work on any building, structure, addition, alteration, appendage or repair has commenced, the exterior walls and roof shall be completed in accordance with the approved plans including but not limited to roofing, fenestration and finish materials including paint, within two years of commencing construction. In the absence of evidence to the contrary, the date of the first inspection request shall establish the date that construction commenced.

The provisions of this section shall apply to all permits issued on and after the effective date of this ordinance and permits issued or reinstated pursuant to Section ~~104.13~~ **104.17**.

#### **Sec. 8-105 – Construction Documents**

[§ 105.2.3 is hereby amended as follows:]

**105.2.3 Phased approval.** The building official is authorized to issue a permit for the construction of foundations, or other parts of a building or structure before the construction documents for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with pertinent requirements of this Chapter and the technical codes. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the construction operation and without assurance that a permit for the entire structure will be granted.

**Exception:** Phased construction approvals are not applicable for Group ~~R-2~~, R-3 and R-4 occupancies.

#### **Sec. 8-106 - Inspections**

[§ 106.5.9 is hereby amended as follows:]

**106.5.9 Lath and gypsum board inspection.** Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and, if applicable, exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

**Exception:** Gypsum board that is not part of a fire-resistance-rated assembly, **SOUND-RATED ASSEMBLY**, or a shear assembly.

#### **Sec. 8-107 – Certificate of Occupancy and Final Approvals**

[§ 107.2 is hereby amended as follows:]

**107.2 Letter of Compliance.** The building official is authorized to issue a Letter of Compliance for a building or structure permitted as a basic or shell building which cannot be occupied. If after a final inspection of the building or structure, and any electrical, fire protection, plumbing, mechanical, gas or similar systems shown on the approved plans there are no violations to the provisions of this Chapter, the technical codes or other laws and ordinances that are enforced by the Building Safety Division, the permit holder may request such Letter of Compliance. The Letter of Compliance certifies that the work performed under the permit has been satisfactorily completed, but does not authorize the occupancy of a basic or shell building or structure.

The ~~Certificate of Completion~~ **LETTER OF COMPLIANCE** shall contain the following:

#### **Sec. 8-111 – Fees**

[§ 111.1 is hereby amended as follows:]

**111.1 Payment of fees.** A permit shall not be issued nor considered valid until the applicable fees established by the City of Tempe in Tables 1-A **OR** 2-A, ~~3-A and 4-A~~ have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

[§ 111.2 is hereby amended as follows:]

**111.2 Schedule of permit fees.** On buildings, structures, electrical, gas, mechanical, **PLUMBING**, and fire systems or alterations thereto requiring a permit, a fee for each permit shall be paid as required in accordance with the schedule as established by the City of Tempe.

[§ 111.3 is hereby amended as follows:]

**111.3 Building Permit valuation.** The applicant for a permit shall provide an estimated ~~permit~~ **CONSTRUCTION VALUATION** at the time of initial application. ~~Permit~~ **CONSTRUCTION** valuations shall include total value of **THE PROPOSED** work, including materials and labor, for which the permit is being issued, such as finish work, painting, roofing, electrical, gas, mechanical, plumbing, equipment, heating, air-conditioning, elevators, fire extinguishing systems, other permanent systems/equipment, grading, landscaping, and other site related improvements. The final building permit valuation shall be the greater of the applicant's stated **DECLARED** valuation or the valuation calculated by using the ~~ICBO~~ **DEPARTMENT'S** building valuation data, except **THAT** the building official or designee may set the final building permit valuation when deemed necessary.

**BUILDING PERMITS ISSUED FOR MECHANICAL, ELECTRICAL, AND/OR PLUMBING WORK ARE BASED ON THE GREATER OF THE APPLICANT'S DECLARED VALUATION OR THE DEPARTMENT'S MECHANICAL, ELECTRICAL, AND PLUMBING VALUATION DATA, EXCEPT THAT THE BUILDING OFFICIAL OR DESIGNEE MAY SET THE FINAL BUILDING PERMIT VALUATION WHEN APPROPRIATE.**

[§ 111.4 is hereby amended as follows:]

**111.4 Plan review fees.** When submittal documents are required by Section 105.1, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as prescribed in Table 1-A.

The plan review fees specified in this subsection are separate fees from the permit fees specified in Section ~~110.1~~ **111.3** and are in addition to the permit fees.

When submittal documents are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate shown in Table ~~1-A~~ **2-A**.

The plan review fees pay for the initial plan review and two (2) subsequent re-submittals for the same project. If more than three plan reviews are required, or if the permit application shall expire by time limitation, additional ~~plan review~~ fees may be assessed **FOR EACH PLAN REVIEW STATUS MEETING AND FOR SUBSEQUENT PLAN REVIEWS** as determined appropriate by the building official **IN ACCORDANCE WITH TABLES 1-A AND 2A**. At the time of permit issuance, additional plan review fees for any increase in valuation shall be assessed in conjunction with, and as a condition of, permit issuance.

[§ 111.4.2 is hereby amended as follows:]

**111.4.2 Public school shade structures.** Shade structures **CONSTRUCTED** on public schools **PROPERTY** are exempt from plan review fees.

[§ 111.6 is hereby amended as follows:]

**111.6 Fee refunds.** The building official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.

The building official may authorize the refunding of that portion of the permit fee in excess of the ~~fee for issuance~~ **A MINIMUM VALUATION PERMIT FEE** when no inspection has been done for which a permit has been issued in accordance with this code.

The building official may authorize the refunding of that portion of the plan review fee in excess of the ~~fee for issuance~~ **A MINIMUM VALUATION PERMIT FEE** when the application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done.

The building official shall not authorize the refunding of any fee paid except upon written application **REQUEST** filed by the original ~~permittee~~ **APPLICANT** not later than 180 days after the date of fee payment.

## **SEC. 8-112 – SUITE/UNIT NUMBER ASSIGNMENT**

[§ 112 is hereby added as follows:]

**112.1 SCOPE.** THE PROVISIONS OF THIS SECTION SHALL SERVE AS THE REGULATIONS FOR THE ASSIGNMENT OF SUITE AND UNIT NUMBERS ON ALL MULTI-OCCUPANCY BUILDINGS WITHIN THE CITY OF TEMPE.

**112.2 INTENT.** THE PURPOSE OF THIS SECTION IS TO ESTABLISH A CONSISTENT METHOD FOR THE ASSIGNMENT OF SUITE AND UNIT NUMBERS. THESE REQUIREMENTS ARE INTENDED TO AID FIRE FIGHTERS AND OTHER EMERGENCY RESPONDERS, PROVIDE FOR EFFICIENT ACCESS TO PROPERTY RECORDS AND INFORMATION, ENSURE CONFORMANCE TO THE STANDARDS OF THE U. S. POSTAL SERVICE, AND OUR UTILITY COMPANIES.

**112.3 GENERAL ADDRESS ASSIGNMENTS.** THE ENGINEERING DIVISION OF PUBLIC WORKS IS RESPONSIBLE FOR THE ASSIGNMENT OF NEW STREET NAMES, ADDRESSES, AND BUILDING IDENTIFICATION LETTERS. NEW DEVELOPMENTS WILL BE INITIALLY PROCESSED UNDER THE ADDRESS ASSIGNED FOR EACH UNDEVELOPED PARCEL. THE ENGINEERING DIVISION WILL SUBSEQUENTLY ASSIGN THE FINAL ADDRESS OR ADDRESSES WHILE THE PROJECT PLANS ARE UNDER REVIEW.

THE BUILDING SAFETY DIVISION IS RESPONSIBLE FOR THE ASSIGNMENT OF THE INDIVIDUAL SUITE/UNIT NUMBERS.

ONCE ASSIGNED, ALL BUILDING ADDRESSES AND SUITE/UNIT NUMBERS SHALL BE FORWARDED BY THE ENGINEERING DIVISION TO THE, DEVELOPMENT SERVICES DEPARTMENT, U.S. POSTAL SERVICE, TEMPE POLICE AND FIRE DEPARTMENTS, AND ALL UTILITY COMPANIES.

THE ACTUAL SIZE, COLOR, AND FIELD PLACEMENT OF ADDRESSES, SUITE, AND UNIT NUMBERS SHALL BE AS SPECIFIED IN THE ZONING AND DEVELOPMENT CODE.

**112.4 SUITE NUMBER ASSIGNMENTS.** ALL UNIT SPACES WITHIN MULTI-OCCUPANT BUILDINGS WILL BE ASSIGNED INDIVIDUAL SUITE/UNIT NUMBERS. SEPARATE STREET ADDRESSES SHALL NOT BE ASSIGNED TO MULTIPLE TENANTS IN A SINGLE BUILDING.

IN ORDER TO INITIATE THIS PROCESS THE PROJECT MUST SUBMIT A SEPARATE SITE PLAN INCLUDING THE BUILDING LAYOUTS TO THE DEVELOPMENT SERVICES DEPARTMENT FOR SUITE/UNIT NUMBER ASSIGNMENT. THIS SUBMITTAL SHALL CONSIST OF TWO (2) COPIES OF A PROPERLY SCALED SITE PLAN AT LEAST 24" X 36" IN SIZE, DEPICTING THE SITE, BUILDING LAYOUTS, PARKING LOTS, BUILDING ORIENTATIONS, DRIVEWAY LOCATIONS, BUILDING EXITS, ELEVATORS, LOBBIES, AND CORRIDORS. PROPOSED TENANT LAYOUT PLANS MAY ALSO BE SUBMITTED WITH THE REQUIRED SITE PLAN TO ASSIST IN THE PROPER ASSIGNMENT OF SUITE NUMBERS.

ALL SUITE/UNIT NUMBERS SHALL BE ASSIGNED PRIOR TO PERMIT ISSUANCE FOR ANY TENANT IMPROVEMENTS.

**112.4.1 TENANT SPACE LAYOUT.** RETAIL AND OFFICE BUILDINGS WILL BE ASSIGNED A SEPARATE SUITE NUMBER FOR EACH 20 FOOT INCREMENT OF SPACE ALONG THE LENGTH OF THE BUILDING. BUILDINGS THAT HAVE TENANT ENTRANCES ON 2 OR MORE SIDES WILL BE ASSIGNED SUITE NUMBERS ON THE ENTRY SIDES OF THE BUILDING FOR EACH 20 FOOT INCREMENT OF SPACE. REFERENCE LINES WILL BE DRAWN ON THE PLAN IN TO REPRESENT THE 20 FOOT SPACING. THE REFERENCE LINES SHALL DETERMINE THE SUITE NUMBER A TENANT IMPROVEMENT MAY USE BASED ON ITS PROPOSED LOCATION WITHIN THE BUILDING.

**EXCEPTIONS:**

- 1. MIXED USE BUILDINGS SUCH AS OFFICE/WAREHOUSE AND SIMILAR MIXED USES MAY BE DIVIDED INTO INCREMENTS OF UP TO 40 FEET.**
- 2. APARTMENTS, CONDOMINIUMS, AND HOTELS/MOTELS WILL BE ASSIGNED A UNIT NUMBER FOR EACH UNIT.**
- 3. TOWNHOUSES WITHOUT THE AVAILABILITY OF INDIVIDUAL ADDRESSES WILL BE ASSIGNED A UNIT NUMBER FOR EACH UNIT.**

**THE SUITE NUMBERS ASSIGNED TO THESE SPACES REPRESENT THE POSSIBLE NUMBER OF SPACES THAT THE BUILDING MAY BE DIVIDED INTO AND ARE NOT MEANT TO REPRESENT THE ACTUAL TENANT SPACE LAYOUTS.**

**IF A PROPOSED TENANT IMPROVEMENT ENCOMPASSES MULTIPLE SPACES, THE TENANT MAY CHOOSE ANY SUITE NUMBER WITHIN THE RANGE OF SUITE NUMBERS THAT THE SPACE WILL OCCUPY.**

***112.4.2 NUMBERING.* SUITE/UNIT NUMBERS ARE ASSIGNED AS THREE (3) DIGIT NUMBERS. THE FIRST DIGIT IN THE SUITE NUMBER WILL REPRESENT THE FLOOR LEVEL OF THE SUITE/UNIT.**

**EXCEPTION: FOUR DIGIT SUITE/UNIT NUMBERS WILL BE USED FOR FLOORS ABOVE THE 9<sup>TH</sup> FLOOR, AND FOR MULTIFAMILY RESIDENTIAL CONDOMINIUMS AND APARTMENTS.**

**DUPLICATE UNIT NUMBERS WILL NOT BE USED WITHIN PROJECTS, EVEN IF THE PROJECT HAS MORE THAN ONE ADDRESS OR STREET ENTRY. PROJECTS CONTAINING MULTIPLE STREET ADDRESSES (AREAS) AND CONTAINING LETTER A DESIGNATION FOR EACH BUILDING, WILL HAVE UNIT NUMBERS ASSIGNED SEQUENTIALLY THROUGHOUT THE PROJECT. WHEN NUMBERING**

**SEQUENTIALLY FROM ONE AREA TO ANOTHER, EACH NEW AREA WILL COMMENCE ITS NUMBERING WITH THE NEXT 100 SERIES LEFT OFF FROM THE PREVIOUS AREA.**

***112.4.2.1 EXTERIOR TENANT ENTRANCES.* FOR BUILDINGS WITH EXTERIOR TENANT ENTRANCES, THE SUITE NUMBERING WILL COMMENCE FROM THE LEFT FRONT OF THE BUILDING, AS VIEWED FROM THE STREET USED IN THE BUILDING ADDRESS, BEGINNING WITH 101 AND CONTINUING CLOCKWISE SEQUENTIALLY TO THE RIGHT.**

**EXCEPTIONS:**

- 1. BUILDINGS WITH MAIN ENTRANCES WHICH DO NOT FACE THE ADDRESS STREET WILL BE ASSIGNED NUMBERS FROM THE LEFT SIDE OF THE BUILDING ENTRANCE CLOCKWISE SEQUENTIALLY TO THE RIGHT.**
- 2. BUILDING ORIENTATION ON THE LOT MAY NECESSITATE A FRONT TO BACK SUITE NUMBERING.**

**112.4.2.2 BASEMENTS. BASEMENT SUITE/UNIT NUMBERS SHALL BE PRECEDED WITH THE LETTER B.**

**112.4.3 INTERIOR TENANT ENTRANCES. FOR BUILDINGS WITH INTERIOR ENTRANCES ONLY, FROM THE STREET USED IN THE BUILDING ADDRESS, THE SUITE/UNIT NUMBERING STARTS WITH 101 ON THE LEFT SIDE AFTER GOING THROUGH THE MAIN ENTRANCE TO ACCESS THE SUITE/UNIT SPACES AND CONTINUES CLOCKWISE AROUND THE CORRIDOR.**

**WHEN BUILDINGS HAVE MULTIPLE FLOORS, THE FIRST SUITE SHALL START WITH '01 NUMBERS, SUCH AS 201, AND 301, APPLICABLE TO EACH FLOOR LEVEL AND SHALL START IN THE SAME GENERAL LOCATION AS REQUIRED FOR THE FIRST SUITE (101) ON THE GROUND FLOOR THEN CONTINUE CLOCKWISE SEQUENTIALLY AROUND THE CORRIDOR.**

**EXCEPTION: TENANT SPACES THAT OCCUPY A COMPLETE FLOOR LEVEL MAY BE ASSIGNED THE '00 NUMBER, SUCH AS 200 AND 300, APPLICABLE TO THAT FLOOR LEVEL, PROVIDED THAT AT SUCH TIME AS THE FLOOR IS OCCUPIED BY TWO OR MORE TENANT SPACES THE NUMBERS SHALL BE REASSIGNED TO '01 NUMBERING.**

**FOR MULTIPLE FLOORS, THE SUITE NUMBERING BEGINS WITH THE FIRST SUITE ON THE LEFT AFTER EXITING THE ELEVATOR OR MAIN ENTRY STAIRWAY FOR BUILDINGS WITH NO ELEVATOR, AND CONTINUING CLOCKWISE AROUND THE CORRIDOR.**

**112.4.4 ATYPICAL BUILDINGS AND PROJECTS. BUILDINGS AND PROJECTS THAT CAN NOT READILY CONFORM TO THESE STANDARDS SHALL BE REVIEWED ON A CASE BY CASE BASIS BY A MULTI-DISCIPLINARY TEAM MADE UP AN AUTHORIZED MEMBER OF THE POLICE DEPARTMENT, FIRE DEPARTMENT, ENGINEERING DEPARTMENT, DEVELOPMENT SERVICES DEPARTMENT, AND THE U.S. POSTAL SERVICE. DECISIONS RENDERED BY THIS TEAM MAY ONLY BE ALTERED BY THE APPROVAL OF ALL OF THE TEAM MEMBERS.**

**112.4.5 EXISTING BUILDINGS. BUILDINGS NOT IN CONFORMITY WITH THE CURRENT SUITING POLICY MAY CONTINUE TO UTILIZE EXISTING SUITE NUMBERING UNTIL SUCH TIME THAT THE BUILDING IS:**

- 1. AT OR BELOW A 50% VACANCY RATE; AND**
- 2. WHEN A TENANT IMPROVEMENT IS PROPOSED**

**ALL SUITES WITH TENANT IMPROVEMENTS AFTER THE BUILDING IS AT OR BELOW 50% VACANCY RATE WILL USE THE NEW SUITE NUMBERS. THE EXISTING OCCUPIED SUITES WILL HAVE TWELVE (12) MONTHS TO CONFORM TO THE NEWLY ASSIGNED SUITE NUMBERS. IF A CONFLICT IN SUITE NUMBERING EXISTS AS A RESULT OF RE-SUITING TO THE CURRENT POLICY, THE BUILDING OFFICIAL OR DESIGNEE SHALL IMPLEMENT A SUITE NUMBERING PLAN FOR THE BUILDING WHICH SHALL, AS PRACTICABLE, BRING ALL SUITES INTO SUBSTANTIAL COMPLIANCE.**

**Section 2.** All ordinances, code sections, and parts of ordinances and code sections in conflict herewith, are expressly repealed. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**Section 3.** This Ordinance shall become effective and have application to all buildings and structures for which permits have been applied for on or after **July 3, 2007**.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Development Services Director