
	STANDARD OPERATING PROCEDURE BUILDING SAFETY & SUSTAINABILITY	Number: 230.12
Approval: Yves Khawam 		Effective Date: January 2, 2013
Subject: Code consultation services for public school projects		Page 1 of 3

1.0 PURPOSE:

The purpose of this document is to create a framework for building code consultation services to assist *Architects of Record* with projects for which school districts select an exemption from local building permitting regulation under A.R.S. § 34-461.

2.0 REVISION HISTORY:

New standard operating procedure.

3.0 PERSONS AFFECTED:

Building Safety staff and public at large.

4.0 ADMINISTRATIVE POLICY:

4.1 Program scope

4.1.1 Plan review

Pima County Development Services is available to provide code-consulting services for non-mandated plan review and/or on site mitigation of project components at an hourly rate of \$125. Services for entire projects may be provided at 30% of equivalent building permit fees.

4.1.2 Inspections

Pima County Development Services is available to provide non-mandated building inspections at an hourly rate of \$82. Alternatively, services may be provided at 40% of equivalent building permit fees for full inspection services, or 30% of equivalent building permit fees for initial inspections only (initial inspections equates to leaving a correction notice for non-compliant items but not returning to verify that these have been corrected).

4.2 Qualifying requirements



Projects shall be exempt from the application of local building codes adopted by the city, town or unincorporated county in which the building(s) is located and the project shall be geographically located within Pima County and its municipalities.

4.3 Ministerial capacity

Since the State Legislature has provided a procedure to exempt public schools from local building permitting regulation under A.R.S. § 34-461, a client wishing to engage Pima County in providing the services outlined in this document shall do so with the understanding of the following:

- That Pima County is providing the service in its ministerial capacity to establish minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, safety to life and property from fire and other hazards attributed to the built environment, to provide safety to fire fighters and emergency responders during emergency operations, thereby mirroring adopted *International Building Code* Section 101.3
- That in operating in its ministerial capacity, Pima County and its staff while acting in good faith and without malice shall be relieved from liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties.
- That Pima County's authority is limited to recommending compliance of adopted code requirements when non-compliant items are identified. It is up to the project Architect of Record to decide whether to implement these recommendations.

Pima County shall provide this service within its boundaries (including its municipalities) under authority of A.R.S. § 11-254.04 (C) as education is an economic development activity and appropriating and spending monies for providing building safety services to protect public school facilities and their occupants directly contributes to the sustainability of this activity.

5.0 DEFINITIONS:

Architect of Record: The designer operating on behalf of the school district in accordance with A.R.S. § 34-461.

6.0 RESPONSIBILITIES:



Not applicable.

7.0 PROCEDURES:

7.1 Architect of Record process

- Initial consultation for services with Chief Building Official or designee resulting in scope and fee
- *Architect of Record* submits signed completed form letter requesting building code consultation services to County with fee payment

7.2 Internal staff processing

- COMBO activity is initialized with the description field containing "CONSULTATION: [name of school]"
- Notice is added containing: "CONSULTATION PROJECT: DO NOT ISSUE BUILDING PERMIT!!!"
- Scanned signed "letter requesting building code consultation services" is attached in OfficeDoc
- Fee is entered and processed
- Upon approval of plan review, plans are stamped as approved with note added stating "Consultation project"
- Inspections are entered as applicable (if "initial inspections only" option is selected per Section 4.1.2, this note is added to the description field)
- A consultation services "permit" is issued upon successful plan review approval

Letter Requesting Building Code Consultation Services

[Date]

Chief Building Official
Pima County Development Services Department
201 North Stone Avenue
Tucson, AZ 85701

Project scope: [insert]

Project address: [insert]

School district's name: [insert]

Dear Building Official:

I hereby agree to the consultation service terms as described within Pima County Building Safety & Sustainability SOP 230.12 for the above referenced project at the quoted fee of \$_____. I understand that revisions to drawings or re-inspections shall result in the assessment of additional fees per schedule on file with Development Services Department.

I further hereby agree to hold Pima County and its officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of Pima County regulations, that I as the Architect of Record shall bear the responsibility of mitigating or accepting the discrepancy as my client or I see fit.

Sincerely,

[Signature of Architect of Record]

[Printed name of Architect of Record]