

# Commercial Construction FAQ

## 1. Do I need a permit for addition, replacement or repairs?

- Yes, a permit is required for most construction, electrical, plumbing, and mechanical work. Common projects that need permits include additions, new roofs, fencing, HVAC systems/mini-splits and water heater replacements.

*If you have any questions on whether your project requires permits please contact us!*

## 2. How do I apply for a commercial permit?

- You can apply through the **City of Douglas Development Services Portal**. Visit City Hall or call (520) 417-3729 for assistance. Applications must include plans, scope of work, and contractor information.

## 3. How long does it take to get a permit?

- Review times vary by project scope. Most commercial permits are processed within **2-3 weeks**, if the application submittal is complete and does not require revisions. Incomplete applications or plans may result in longer waiting times.

## 4. Is an inspection required after I get the permit?

- Yes. Inspections ensure work is done safely and up to code. You must schedule inspections at key stages of the project. Call (520) 417-3729 to schedule.

## 5. What is a Certificate of Occupancy (CO)?

- A CO certifies that a building or tenant space complies with all codes and can be legally occupied.

## 6. How is a Certificate of Occupancy issued?

- Three primary ways:
  - o Tenant Improvement Permit: CO issued after final inspection
  - o Change of Use: Requires a permit even if no construction occurs
  - o New Construction: CO issued upon project completion

## 7. How can I obtain previous permit records?

- Submit a public records request for the address.

