

If work is needed: A commercial tenant improvement permit is required for alterations, additions, or modifications including but not limited to the following:

- electrical, plumbing, mechanical, gaslines
- interior / exterior structure and/or dividing walls
- grease interceptors, floor drainings
- fire protection system (sprinklers / alarm), access control
- grading / drainage, driveway access
- high pile storage, fencing / gate(s)
 - Development Services Department regulates and permits commercial tenant improvements, see: <https://www.mesaaz.gov/business/development-services>
 - Development Services reviews professionally drawn plans signed and sealed by a registered design professional. See Arizona State Board of Technical Registration for qualified professionals: <https://btr.az.gov/firm/design-professionals-llc>
 - All work will need to be completed by a licensed contractor. Search registered contractors through the Arizona Registrar of Contractors search feature: <https://roc.az.gov/contractor-search>
 - At the time of completion and final inspection, a Certificate of Occupancy or Certificate of Completion may be obtained
 - If **exterior façade improvements** are needed, Planning and Zoning approval may be required
 - Includes exterior paint color changes, landscape changes, and other site and design element changes
 - Contact Planning.Info@mesaaz.gov
 - Mesa Zoning Ordinances, Title 11: https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=CO_OR_TIT11ZOOR
 - **Mesa's Administrative Code Amendments for Building Regulation** including permit requirements, occupancy details and permitting exemptions, see Title 4 of Mesa's Code of Ordinances at: https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=COOR_TIT4BURE
 - The City of Mesa currently uses the following technical codes: 2018 IBC, 2018 IRC, 2018 IFC, 2018 IPC, 2017 NEC, 2018 IMC, 2018 IFGC, 2018 IEBC, 2018 IECC, 2018 ISPSC, ADA 2009, ICC A117.1, 2019 NFPA 13, 2019 NFPA 72
 - Commercial permits details, fees, forms, and turnaround times can be found online at: <https://www.mesaaz.gov/business/development-services/commercial-construction>
 - **Small Business Assistant:** Heather.Omta@MesaAz.gov or (480)644-6451
 - **Permit Services and permit portal Dimes:**
 - Dimes website: <https://aca-prod.accela.com/MESA/Default.aspx>
 - Call center: (480)644-4273 or email: PermitServices@MesaAZ.gov

If no work is needed: If location is move in ready, turnkey, and requires nothing more than minor "like for like" repairs or cosmetic updates like:

- fresh paint, flooring, countertops, and cupboards
 - and/or minor "like for like" repairs (no new service lines or connections or increased loads)
- and**

- the facility will be used the same way as its previously approved occupancy group;
 - Request a duplicate of Certificate of Occupancy through our Dimes system online at <https://www.mesaaz.gov/business/development-services/commercial-construction>.
 - Same process for a name change on a Certificate of Occupancy. Note: Mesa does not require name changes on a Certificate of Occupancy if the building use and occupancy classification stays the same
 - Contact Small Business Assistant Heather Omta for the required Certificate of Occupancy Worksheet and specifics on the duplicate Certificate of Occupancy process
 - Heather.Omta@MesaAz.gov or (480)644-6451
- **Note:** Demising /dividing wall alterations, increased electrical, gasline, loads, and 240v outlets require a permit.

To change the use of a building without altering any construction components:

- Minor “like for like” repairs and cosmetic updates are permissible; no alterations, additions, or modifications, or new service connections
 - A Change of Occupancy (with inspection) is necessary if the occupancy classification is changing
 - Sometimes these cases require a tenant improvement permit; this is more of a case by case situation
 - A Change in Occupancy classification may require Fire Sprinklers be installed
 - Building use changes may require Planning and Zoning approval
 - Contact Development Services Small Business Assistance to discuss further.
 - Email SMBZ@MesaAz.gov or call (480)644-5600



SIGNAGE AND MOBILE FOOD CARTS IN MESA, ARIZONA

APPROVAL AND PERMITTING

Signage: New signage may require a permit

- Sign permit information can be found through the link: <https://www.mesaaz.gov/home/showdocument?id=4398>
- Zoning requirements for signage can be located in Chapter 41: https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=COORMEAR_TIT1_1Z0OR_ART5SIOR

Food Cart / Food Truck:

- First step is to verify Planning and Zoning approval by reaching out to a Planner of the Day. The Planner will go over public right-of-way areas and provide direction on where the mobile food service can operate.
 - Planner of the day: call (480)644-2385 or email Planning.Info@MesaAZ.gov
- Food cart & truck operators need a Street Peddlers License from City of Mesa Tax & Licensing.
 - Tax & Licensing: call (480)644-2316 or email Licensing.Info@Mesaaz.gov
 - Peddlers Licensing Information and Application is online at: <https://www.mesaaz.gov/home/showdocument?id=5002>
- Food truck grease interceptor (grease trap) information, Grease Removal Device (GRD) and Pretreatment Inspection:
 - City of Mesa Water Resources Department (480)644-5770
- Requires an Arizona Transaction Privilege Tax (TPT) License: <https://azdor.gov/transaction-privilege-tax-tpt>
- Maricopa County provides their Mobile Food Permit information online at: <https://www.maricopa.gov/3977/Mobile-Food-Establishments>