
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL	Effective Date: July 1, 2009
		Supersedes Policy Dated: July 15, 2008
	2.4 Joint Occupancy Evaluation Program	Issued by: Eric M. Mays, P.E.  Building Official

The Joint Occupancy Evaluation (JOE) Program has been developed to help facilitate the issuance of an Occupancy Permit for an existing commercial tenant space without a full tenant layout plan review, permitting, and inspections.

1. Tenant Projects that are not eligible

The following tenant projects in existing structures are not eligible for the JOE Program and the projects will need to be submitted for review, approval, inspections and permitting:

- Alterations are proposed/required prior to occupancy
- Change of Use, unless specifically addressed in this policy
- New patient treatment rooms
- New hair salons
- New nail salons
- R1 Group Buildings (i.e., Boarding Houses, Hotels and Motels)
- Structures four (4) or more stories in height with a single tenant
- Shell Buildings (please refer to Policy 1.5 Commercial Partial Permitting Process for Shell Buildings)
- Tenant space without any previously issued Occupancy Permit, unless specifically addressed in this policy.

2. Tenant Projects that are eligible:



The following guidelines identify when tenant projects in existing structures meet the criteria for the JOE Program and do not require prior approval of the Building Official:

Level 1 – No safety inspection conducted unless requested

Zoning Occupancy Permit Approval and Building Occupancy Permit Previously Issued

New tenant with no change of use and/or alterations planned are eligible for the JOE Program Level 1. (Note: Cosmetic improvements, such as installation of floor coverings or painting is allowed.)

Building Development will conduct an administrative record evaluation. If an Occupancy Permit was previously issued and the proposed occupancy classification is consistent with that Occupancy Permit, Building Development will issue a letter to the applicant

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acknowledging that a new Occupancy Permit is not required and a safety inspection will not be required.

If the applicant requests a new Occupancy Permit, the Virginia Uniform Statewide Building Code mandates that a safety inspection be conducted. The Building Code Enforcement and Fire Marshal's Office will conduct a JOE Safety Inspection. Work needed to correct any discovered safety violations may require additional permits and final inspections for the new work prior to the JOE final inspection approval.

If the scope of corrective work is extensive and exceeds that of a typical County safety inspection, the Building Official may require that a Virginia Registered Design Professional (VRDP), Licensed Contractor, or Master Tradesman conduct a complete safety inspection. The Virginia Registered Design Professional (VRDP), Licensed Contractor, or Master Tradesman will be required to submit a report to the Building Official with recommendations for review and approval prior to the commencement of work. Work needed to correct any discovered safety violations may require additional permits and final inspections for the new work prior to the JOE final inspection approval. If the scope of corrective work necessitates the enlistment of a VRDP, or other consultants, the project may become ineligible to participate in the JOE Program and will be required to be submitted through the Tenant Layout (TLO) process.



Level 2 – Safety Inspection Required

New Tenant – Change of Use with no alterations planned

New Tenant – No Occupancy Permit previously issued with no alterations planned

Building Development will conduct an administrative record evaluation and the Building Code Enforcement and Fire Marshals' Office will conduct a JOE Safety Inspection. Work needed to correct any discovered safety violations may require additional permits and final inspections for the new work prior to the JOE final inspection approval.

If the scope of corrective work is extensive and exceeds that of a typical County safety inspection, the Building Official may require that a VRDP, Licensed Contractor, or Master Tradesman conduct a complete safety inspection. The VRDP, Licensed Contractor, or Master Tradesman will be required to submit a report to the Building Official with recommendations for review and approval prior to the commencement of work. If the scope of corrective work necessitates the enlistment of a VRDP, or other consultants, the project may become ineligible to participate in the JOE program and will be required to be submitted through the TLO process.



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This portion of the program is **limited** to the following:

- No previous Building Occupancy Permit Issued to Business, Mercantile or Storage Group
- Assembly Group to Business Group
- Assembly Group to Mercantile Group
- Assembly (A-1) Group to Assembly (A-3) Group
- Assembly (A-2) Group to Assembly (A-3) Group
- Mercantile Group to Business Group
- Mercantile Group to Assembly (A-3) Group with an occupant load of less than 1 person per 30 square feet.
- Mercantile Group to Storage Group (excluding high pile and rack storage)
- Storage Group to Business Group

Attachments/Hyperlinks:

- [Joint Occupancy Evaluation \(JOE\) Permit Application \(Commercial\)](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/JOEPermitApplication.pdf)
{ www.pwcgov.org/eBuildingDevelopmentForms/forms/JOEPermitApplication.pdf }
- [Building Development Fee Schedule](http://www.pwcgov.org/BDDFeeSchedule)
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The following outlines the process steps for the JOE Program:

STEP	Agency	ACTION
Step 1 Joint Occupancy Evaluation Program Policy 2.4	Early Assistance Desk or PWC Internet	Obtain and review this Policy (2.4 JOE Program) . Obtain, review, and complete the JOE Permit Application
Step 2 Q-Matic routing	Early Assistance Desk	Obtain Q-Matic ticket for routing to agencies identified in steps 3-5.
Step 3 Address Verification	GIS (Mapping)	Obtain the address verification.
Step 4 Zoning Approval	Planning/Zoning	Obtain the Zoning Approval and pay applicable Zoning fees.
Step 5 JOE Permit Application	Building Permits	Submit JOE Permit Application with a copy of the Zoning Approval obtained in step 4 and the appropriate fees. For a project that does not require a safety inspection, the applicant will pay a non-refundable filing fee, and the Building Permits staff will issue an approval letter if the JOE Permit Application and the historical records are consistent. For a project that requires a safety inspection, the applicant will pay a non-refundable filing fee, the appropriate safety inspection fees, and the Occupancy Permit fee (<i>see BDD Fee Schedule for all applicable fee amounts</i>). If the quality control review is approved, the JOE Permit Application will be routed to Building Code Enforcement.
Step 6 Safety Inspection (if required)	Building Code Enforcement (BCE) and Fire Marshal's Office (FMO)	<p>BCE staff will review all documentation and confirm the project is eligible for the JOE Program. If the JOE Permit Application is denied, the applicant will be notified by telephone of the reason(s) for denial.</p> <p>If the JOE Permit Application is approved and a JOE Safety Inspection is not required, BCE will issue an approval letter. If the JOE Permit Application is approved and a JOE Safety Inspection is required, BCE staff will contact the applicant to schedule the inspection that will be conducted by BCE and FMO staffs.</p>
Step 7 Occupancy Permit Issuance (if requested or required)	Permits	After approval of a required JOE Safety Inspection, the applicant will be notified to obtain the Occupancy Permit. The Occupancy Permit will be issued, provided there are no outstanding fees.