Certificate of Occupancy
Policy

After a project passes Final Inspection, a Certificate of Occupancy (C of O) is issued. This allows the business to begin operation or a homeowner to move in.

The International Building Code, Section 111, requires specific information to be included on the C of O. This information includes, among other things, the project address and the owner's name. The owner listed on the C of O is the owner at the time the construction permit is issued. If ownership of a property changes during construction, a Change of Record Affidavit is required in order to change the permit and the resulting C of O. **Once the C of O has been issued, no changes will be allowed**. The C of O will stay with the property based on the property address indefinitely, even if there is a change in ownership or a tenant change. If the current use of the building or tenant space changes, a new C of O must be established.

For more information about this publication, contact Planning & Development at (602) 262-7811.To request a reasonable accommodation, please contact Saneeya Mir, (602) 686-6461, Saneeya.Mir@phoenix.gov TTY: Use 7-1-1.

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