




# City of Phoenix

FIRE DEPARTMENT  
FIRE PREVENTION DIVISION

## Explanatory Policy – Certificate of Occupancy

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| <b>SUBJECT:</b><br>Existing Building Certificate of Occupancy   | <b>EFFECTIVE DATE:</b><br>July 19, 2019 |
| <b>REFERENCES:</b><br>The Phoenix Fire Code (2018 Edition)<br>Section 105.3.3                                   | <b>REVIEW DATE:</b><br>July 2024        |
| <b>APPROVED:</b>  |   |
| <br>John Mertens, Fire Marshal |   |

### Scope

**Certificate of Occupancy.** Occupancy in a new or existing building is prohibited prior to obtaining a Certificate of Occupancy (C of O). The C of O is issued to the building, not the business or tenant. The designated occupant load of a space may need to be posted, dependent on the use.

### New Buildings

Facilities, buildings or structures shall not be occupied prior to the Building Official issuing a Certificate of Occupancy Permit and conducting associated inspections indicating the applicable provisions of this code have been met.

### Existing Buildings

When an existing building use changes that is different from the current Certificate of Occupancy a new C of O must be obtained. Customer will request either an Inspection Only Permit (INSP) for a retroactive C of O or an updated occupant load for an existing C of O from the Planning & Development Department located on the 2nd Floor, Commercial Services Counter, at 200 W Washington.

The following are needed to:

**Establish a Retroactive C of O:**

- Site / Floor plan drawn to scale or with drawn in dimensions
- If >3000 sq. ft. it must be stamped and sealed by a design professional
- Historical documents showing it has been used as the same for as far as is possible to document. The Records Department may have historical documents, permits and C of Os.
- Maricopa County Tax documents for site



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### **Occupant Load update for existing C of O**

- Site / Floor plan drawn to scale or with drawn in dimensions
- Occupant load calculations
- If >3000 sq. ft. it must be stamped and sealed by a design professional

The 2018 Phoenix Fire Code retroactively requires all Assembly (Group A-2) Occupancies with an Occupant Load 300 persons or greater with a Liquor License to install an Automatic Fire Extinguishing System.