



This guideline explains and outlines the processes for obtaining a temporary and final Certificate of Occupancy from the city of Phoenix. For further information, contact the Planning & Development Department at (602) 262-7811.

APPLICABILITY:

Section 111 of the Phoenix Building Construction Code defines when a certificate is required and when it is issued. A Certificate of Occupancy will not be issued for any building or structure, or portion thereof, until all the provisions of the code or other ordinances of the city of Phoenix are met. For this reason, building or structures may be classified as follows:

- **Non-occupiable** – These are buildings or structures or portions thereof with incomplete life/safety and accessibility systems. These types of structures or buildings may entail utility stub-ups, dirt floors, an absence of restrooms, partial or incomplete fire suppression systems and/or smoke control systems. These are roofed structures that may not be occupied. No Certificate of Occupancy can be issued for this application. Final permit marked “complete” will serve as the Certificate of Completion.
- **Occupiable in part** – These are buildings or structures with complete life/safety systems that have a portion of their area completed and are in compliance with all applicable codes and ordinances. Site and off-site requirements must be constructed, installed, and accepted for the portion being granted a Certificate of Occupancy. This would include fire department access, parking, and accessibility to the proposed use.
- **Occupiable** – These are buildings or structures that are issued a Certificate of Occupancy because they are complete and in compliance with the codes and ordinances for which the occupancy has been applied. These Buildings or structures, or portions thereof, may or may not have a specific tenant. A Certificate of Occupancy may be issued for the applied-for occupancy. Additional signage and tenant improvement requirements may be under separate permits and separate Certificates of Occupancy.

RESOLUTION OF DEVELOPMENT ISSUES:

The following is a list of issues that, if outstanding, could prevent the issuance of a Certificate of Occupancy until the issues are resolved to the Building Official’s satisfaction. This list is not all- inclusive:

- Finalization of all on-site permits (Fire, Site, Civil, Building)
- Completion of all off-site improvements - includes removal of and repairs to street lights and street signs
- Resolution of all project holds
- Submittal and acceptance by Water Services Department of as-builts for water and sewer, including testing reports
- Completion and submittal of required Maricopa County Health Department forms
- Completion and submittal of required sewer certificates
- Acceptance of well/septic system

Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of the code or any other ordinances of the city of Phoenix.

TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy (TCO) may be requested for limited occupancy of a structure. **Such certificate will only be valid after the TCO permit has been approved and signed by all the required inspectors and the owner/ owner agent.** All conditions and stipulations shall be in writing and signed by the owner's representative. The TCO is subject to Section 111.3 of the Phoenix Building Construction Code Administrative Provisions and Section 507.K.4 and 507.K.5 of the Phoenix Zoning Ordinance.

RESOLUTION OF DEVELOPMENT ISSUES:

The following is a list of minimum requirements that must be met before consideration is given by the Building Official to allow the issuance of a TCO. The list is not all-inclusive:

- Fire Department clearance
- No heavy rigging activities above floor(s) of occupancy.
- Building must be enclosed at all levels and sides per the approved drawings.
- Associated Site and Civil requirements must be met except when the use is for stocking only.
- Code-required fire and life/safety systems; i.e., sprinklers, fire alarms, smoke detectors, fire rated floor systems, duct, shafts, and penetrations, elevators, exit illumination, exits and exit stairways, must be in place and functional on the level of occupancy considered, one story above and down to the level of exit discharge.
- Accessibility requirements must be in complete compliance to, throughout, and from the area under consideration except for stocking only.
- Parking, including accessible spaces, must be available for the occupancy of the area under consideration except for stocking only.
- Sprinklers and standpipes must be functional on floors under construction - proper design pressures and required on the floor of occupancy, the adjacent floor above and to grade
- Any other issues pursuant to field conditions listed as stipulations.

Issuance of a TCO shall not be construed as a dismissal of a violation of any city of Phoenix code or ordinance provisions.

Although Site and Civil improvements are not required for stocking only, all disciplines must sign off for all temporary certificates of occupancy.