



Please provide the following documentation along with this checklist to the Commercial Services Counter located at 200 West Washington Street, Second Floor.

To obtain proof of year built

If your business is not located in a multi-tenant shopping center, obtain a copy of a Detailed Valuation Report – Full Cash Value Summary Construction Cost Model and a Parcel History from the Maricopa County Assessor’s Office located at 301 W. Jefferson Street, Suite 100, Phoenix, AZ 85003, phone 602-506-3406, TTY 602-506-7263. Website-mcassessor.maricopa.gov.

To obtain proof of continuous use

Coles Directory publishes household directories for every major population area in the United States and Canada. Copies of directories are available at the Burton Barr Central Library located at 1221 N. Central Avenue, Second Floor, Phoenix, AZ 85004, Phone 602-262-4636; TTY 602-254-8205. Obtain copies from the directory showing the year of directory listing and business(es) located at that address. It will be necessary to provide listings that validate the span of years that the type of business continually occupied the building or suite to establish previous use. This may require copies of the directory that span several years to properly document continuous occupation.

Other documentation may be submitted for consideration, such as:

- Copies of a Corporate Report from the Arizona State Corporation Commission located at 1300 W. Washington Street, First Floor, Phoenix, AZ 85003; Phone 602-542-3026.
- Copies of directories from Haines Criss+Cross Directory at your local library.
- Copies of previous liquor licenses.

Floor Layout Drawing: (architectural scale, e.g. 1/4" = 1' 0")

- a. Show complete floor layout including equipment (if applicable)
- b. Identify the use of each room
- c. Provide dimensions of rooms, corridors, doors etc.
- d. State the occupancy classification of the adjoining suites (if applicable)

Site Layout Drawing: (engineering scale, e.g. 1" = 20')

- a. Provide a project information block containing:
 Address of the building to include suite # _____ Occupancy Classification(s) _____
 Square footage of tenant lease area _____

 Sprinklers Yes No Fire Alarms Yes No Emergency Lighting Yes No
- b. Show the size and shape of the lot; identify property lines with dimensions
- c. Show all buildings and structures; identify the distance to property lines and other structures
- d. Show and label the streets, alleys and easements
- e. Provide a North arrow
- f. Show and dimension all parking spaces and driveway aisles
- g. Other _____