



This questionnaire is to be completed to determine eligibility for Certificate of Occupancy issuance for existing buildings (***structure as is with no additional work proposed and no change of occupancy from originally approved use***). Once completed, please return to the Planning & Development Department, Commercial Services Counter, located at Phoenix City Hall, 200 W. Washington Street, 2nd Floor, Phoenix, Arizona 85003.

Applicant's Name: _____

Applicant Address: _____

Telephone Number: _____

Email Address: _____

Provide Business Use Information

Existing Use _____ Previous Use(s) _____ Proposed Use(s) _____

1. List address of establishment _____
2. List year built _____ and provide proof of continuous use(see back of questionnaire)
3. Is the establishment located in a commercial center? Yes No
If yes, list number of suites ____ and provide diagram showing suites with tenant list including vacant suites.
4. Is subject space single story or multi-level?
5. List square feet of subject suite or building _____
6. Is there outdoor dining or outdoor alcohol consumption? Yes No
7. How many parking spaces currently exist? _____
8. How many accessible parking spaces currently exist? _____
9. What are the dimensions of the accessible parking space(s)? _____

Submit the completed questionnaire to the Commercial Services Counter and pay \$150.00 review fee. You will be contacted in 10 working days with the results of your eligibility for retroactive Certificate of Occupancy issuance and/or direction to obtain a Certificate of Occupancy, if not eligible.

Additional items may be required to determine eligibility for this process.

----- **Staff Use Only** -----

Site Planning Approval

Zoning _____ Allowed Use Yes No Parking Approved Yes No Liquor Applicant Yes No

Site Planning Staff Initials _____ Date _____



Reference Information

To obtain proof of year built:

Obtain copy of a **Detailed Valuation Report Construction Cost Model**, a **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 at your local library or the Burton Barr Central Library located at 1221 N. Central Avenue, 4th floor, Phoenix, AZ 85004, phone 602-262-4636; TTY 602-254-8205. Obtain copies from the directory showing the year of directory listing and businesses located at that address. It will be necessary to provide listings that validate the years that the business continually occupied the building or suite to establish previous use.

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, 1st floor, Phoenix, Arizona 85003, phone 602-542-3026.
- Copies of directories from Haines Criss+Cross Directory at your local library.
- Copies of previous liquor licenses.