



Certificate of Occupancy Customer Packet

Documents Include:

1. TRT 00340 Certificate of Occupancy Customer Packet – Cover Page
2. TRT 00340Q Certificate of Occupancy Eligibility Questionnaire
3. TRT 00340C Certificate of Occupancy Existing Building Checklist
4. TRT 00340A Certificate of Occupancy Application to Establish Use



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 _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

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.



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")

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

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

- 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
- Show the size and shape of the lot; identify property lines with dimensions
- Show all buildings and structures; identify the distance to property lines and other structures
- Show and label the streets, alleys and easements
- Provide a North arrow
- Show and dimension all parking spaces and driveway aisles
- Other _____

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Date: _____ Name of Business: _____

Address: _____ Building #: _____ Suite #: _____

Sprinkler: Yes No Unknown (If yes, provide a copy of the Fire Department Annual Sprinkler Inspection)

Fire Alarm: Yes No Unknown (If yes, provide a copy of the Fire Department Annual Alarm Inspection)

Emergency Lights: Yes No Unknown

Building or Suite area breakdown (in Sq. Ft.):

Retail: _____ Office: _____ Manufacturing: _____

Kitchen: _____ Dining: _____ Warehouse: _____

Storage: _____ Other (specify): _____ Total Lease Sq. Ft.: _____

I am the owner (or an authorized agent acting on behalf of the owner) of the property at the address listed on this application.

Applicant Signature: _____ Print Name: _____

Applicant Phone: _____ Email: _____

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

Initials: _____

Permit Type: _____ Permit #: _____ Permit Name: _____

Project #: _____ C of O: Yes No Citation: Yes No

Census: _____ Qtr Sec: _____ Cncl Dist: _____ Zoning: _____

Units: _____ Occ Class: _____ Const Type: _____ Struc Class: _____

- Scope Code: COFO 1 (Valid Permit in Records with NO COFO)
 COFO 2 (No Permit in Records – Use established with other documentation)
 COFO 3 (Permits in Records with incomplete inspection history)

Submittal or Permit (Please circle one and related Fee Code below):

Submittal: Research/Review Fee Code: **BSCSTAFF (Please specify number of hours for review)** _____

Permit: Permit Fee Code: **BSCINSP (Please specify number of inspection disciplines)** _____

Comments/Instructions: _____