GOODYEAR FIRE DEPARTMENT
Fire, Building & Life Safety Section

☐ Fire Safety
☒ Building Safety

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www.goodyearaz.gov

REQUIREMENT / PROCEDURE			10-RP-001
Subject:	Change of Occupant Permits		
Effective Date:	6/9/10	**Revised Date:**	

PURPOSE

The purpose of this procedure is to clarify the procedure for the issuance of a change of occupant permit and under what conditions a change of occupant permit will be issued.

WHY ISSUE CHANGE OF OCCUPANT PERMITS?

A certificate of occupancy is issued to a specific tenant for a specific use of a space. If the tenant for a space changes even though the use does not, the existing certificate of occupancy in no longer valid. The new tenant would be occupying the space without a valid certificate of occupancy which is an unlawful act. This would include a change of name for the business even if the actual tenant stays the same.

The reasons it is important to have the correct tenant name for the space include ensuring timely emergency response, keeping updated contacts for the space, and maintaining the safety of the public and the structure through annual inspections.

WHEN WILL A CHANGE OF OCCUPANT PERMIT BE ISSUED?

Change of Occupant permits will only be issued for spaces that have been previously legally occupied for the same use by the previous tenant and therefore have already been issued a certificate of occupancy. Legally occupied means the previous tenant had a certificate of occupancy granted by the City of Goodyear. No changes to the space other than minor work such as new floor covering or paint are allowed as part of a change of occupant permit. In addition, the proposed then must have the same use as the previous tenant. If any other work is to be done or the use of the space is to change including increase in occupant load, then a Tenant Improvement permit is required.

SUBMITAL REQUIREMENTS

Submissions for change of occupant permits must include the following:

- ☐ Completed Permit Application
- ☐ Two copies of a floor plan for the space with the name and address of the business indicating the location of existing walls, doors and plumbing fixtures.

ASSOCIATED FEES

For a change of occupant permit the associated fees total $260 and are as follows:

Plan Review - $35

Building Inspection Fee - $100

Fire Inspection Fee - $100

Certificate of Occupancy Fee - $25

All fees must be paid in full prior to permit issuance. At this time only cash or check are acceptable payment methods.

PERMIT ISSUANCE

When the permit is issued, the applicant shall receive a Certificate of Occupancy application denoting all of the signatures needed to allow for the issuance of a Certificate of Occupancy. The applicant will also receive a copy of the submitted floor plan that has been designated as a Job Copy that must be available at the site for the Inspectors.

Most businesses will need to obtain signatures indicating that a Utilities Account and Sales Tax Number have been obtained. For information regarding these two items call the numbers indicated on the form or visit City Hall at 190 N Litchfield Road, Goodyear, AZ 85338.

All businesses will need inspections by both the Fire Department and Building Safety. The applicant can schedule these inspections when the permit is issued but be advised that all signatures, with the exception of the Building Official's, MUST be obtained before the Building Inspector will sign off.

BUSINESS REGISTRATION

All businesses operating within the City of Goodyear are required to obtain a business license. Information on how to do this can be obtained on the web at www.goodyearaz.gov or by calling 623-882-7874.

UNPERMITTED WORK

It is possible that changes were made to the space without permits and such changes may be discovered as part of the inspection process. If this is the case, regardless if it was done by a previous tenant and/or owner, permits will need to be obtained. In addition, all applicable inspections must be completed prior to the certificate of occupancy being issued for the space. Work done without a permit will be required to comply with the currently adopted codes. Unfortunately, work done without permits will likely delay the applicant from occupying the space as the issue must be resolved prior to occupancy of the space.

Prepared By:	Approved By:
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