DO NOT LOSE THIS FORM

DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

☐ **CERTIFICATE OF OCCUPANCY** ☐ **CERTIFICATE OF COMPLETION**

The applicant is responsible for coordinating all inspections and satisfying the requirements for each department's approval. Any inspection called for without that work being completed shall be assessed a reinspection fee. If an inspection is rejected, that department's inspector will leave a written correction notice. Utility companies may not be given a clearance nor a Certificate of Occupancy/Completion issued until all department approvals are received. **The Building Inspector cannot conduct an inspection until all of the other appropriate departments have signed off.**

This form is to be kept at the job site and when approvals are received from each department's inspector, the applicant is responsible for submitting the completed form to the Building Official at the Development Services Building Safety Division to apply for a Certificate of Occupancy/Completion. If you have any questions, please call the Building Safety Division at **(623) 932-3004**.

THIS STRUCTURE IS NOT TO BE USED, OCCUPIED, OR FURNISHED IN WHOLE OR IN PART PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

In order to receive a **FULL Certificate of Occupancy/Completion**, the entire project must be completed with no conditions. **Shell Buildings do not receive a Certificate of Occupancy, when approved they will be issued a Certificate of Completion.** In order to receive a **TEMPORARY Certificate of Occupancy/Completion**, the building must be essentially done and the following ***minimum*** items will need to be completed: (Please note, since each building is different, *additional items may be required. Fees will be required for* ***each*** *Temporary, Partial or Conditional C.O./C.C.*)

Parking Lots Installed	Water On	Handrails / Guardrails	Fire Extinguishers
Roofing/Exterior Complete	Plumbing Fixtures Installed	Sprinklers Operative	Exit Signs Lit
Heating / Cooling System Installed	Smoke/ Heat Detectors and Fire Alarms Operative	Emergency Lights In and Operative (If Required.)	Exit Hardware Installed and All Exits Operable
Electrical Outlets Installed	Electrical Panels Labeled	Fire Rated Doors Installed (If Required.)	Planning Stipulations Completed
Address on Building Visible From Street. If You Are Unsure of Location, Contact Fire Dept.	Light Fixtures Installed or "Blanked Off" Outdoor Lighting Installed	Accessibility Items Installed such as Parking Spaces, Ramps, Signs, Restrooms, etc.	85% of Landscaping to be Completed. Requirements May Vary. Contact Planning Dept. for Details.

PLEASE NOTE: You will also need to submit a letter to the Building Official requesting a Temporary Certificate of Occupancy/Completion along with the appropriate fees. This letter must state why a Temporary C.O./C.C. is necessary, what is not complete, and on what date all incomplete items will be completed. Fees will be $50.00 for Building C.O./C.C. or $25.00 for Tenant Improvement C.O./C.C. Payment must accompany the Temporary Request.

TYPE OF C.O. REQUEST: ☐ TEMPORARY - Date of Request: ___/ ___ /___ Date of Request: ___/ ___ /___
☐ FULL - Date of Request: ___/___/____

For City Use Only: **Check one of the following:** ☐ **CERTIFICATE OF OCCUPANCY** ☐ **CERTIFICATE OF COMPLETION**

PROJECT NAME: _____

PROJECT ADDRESS: _____VALUATION: $_____

Permit No: ____-_____ Date Issued: _____ Const. Type: _____ Occupancy Class: _____ Occ. Load: _____

Contact Person: _____ Phone No.: _____

Contact Person is: ☐Owner ☐ Builder ☐ Designer ☐ Other Fax No: _____

Owner: _____ Contractor: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

IMPORTANT NOTE TO INSPECTORS:
IF YOU SIGN IN THE "TEMPORARY" COLUMN, PLEASE WRITE DOWN THE CORRECTIONS THAT ARE NECESSARY TO MAKE IT A "FULL C.O./C.C.". IF YOU HAVE NO CONDITIONS, PLEASE SIGN IN THE "FULL" COLUMN, EVEN IF A TEMPORARY WAS REQUESTED. **ALSO INDICATE A COMPLIANCE DATE.**

		TEMPORARY OR PARTIAL	FULL
☑	**DEPARTMENT**	**SIGNATURE / DATE**	**SIGNATURE / DATE**
	Engineering Technician (623-882-7979) HTE# _____-_____		
	Development Services Technician (623-932-3004)		
********** **(The above signatures MUST be obtained prior to any other sign offs being granted.)** **********			
	Engineering Inspector (623-882-7979)		
	Landscaping (623-882-7979)		
	Planning/Zoning (623-932-3005)		
	Fire Inspector (623-882-7329)		
	Lighting–Jesus Mosqueda(623-693-0198)		
	Utilities Account (Finance– 623-932-3015)		
	Sales Tax Number (623-882-7899)		
	Business Registration Permit (623-882-7874)		

***NOTE!* ALL SIGNATURES ABOVE ARE REQUIRED PRIOR TO SUBMITTAL TO THE BUILDING INSPECTOR**

	Building Inspector (623-932-3004)		

DROP THIS APPLICATION OFF AT THE BUILDING SAFETY OFFICE FOR BUILDING OFFICIAL'S SIGNATURE

	Building Official (623-932-3004)		

CONDITIONS/COMMENTS (Use Additional Sheets If Necessary)

Date_____ Department_____ Inspector_____

Comments:_____
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_____ **To Be In Compliance By:** _____

Date_____ Department_____ Inspector_____

Comments:_____
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_____ **To Be In Compliance By:** _____

Date_____ Department_____ Inspector_____

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Date_____ Department_____ Inspector_____

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