

ATTENTION, WITHOUT THIS FORM SIGNED AND DATED BY EACH DEPARTMENT/DIVISION YOU WILL NOT BE ELIGIBLE FOR ISSUANCE OF C OF O.



CERTIFICATE OF OCCUPANCY (C of O) SIGN-OFF SHEET



A building or structure shall not be occupied until a C of O is issued by the Chief Building Official (CBO), under 2024 IBC Section 111 / 2024 IRC Section R110 and all applicable City codes, ordinances, and approved plans.

Issuance is at the sole discretion of the Chief Building Official (CBO) and indicates the building is safe, complete, and code-compliant. It does not constitute final approval or acceptance of the work and does not create any vested right or guarantee against future enforcement.

REQUIRED APPROVALS

All inspections must be completed and signed. The permit holder shall be solely responsible for compliance with all applicable codes, ordinances, and approved plans.

The following final inspections need to be approved prior to obtaining a Certificate of Occupancy:

ENGINEERING APPROVAL (On-Site/Off-Site) Contact the assigned Engineering Inspector	FIRE & MEDICAL APPROVAL (Final for Site and Occupiable Area) (623) 333-6020
BUILDING & PLANNING INSPECTIONS To schedule inspections or obtain results, text (833) 324-1348 "SCHEDULE" - Schedule an inspection "RESCHEDULE" - Reschedule an inspection "CANCEL" - Cancel an inspection "RESULTS" - Obtain inspection results INSPECTION CODES ARE AVAILABLE IN THE SELECTXT BROCHURE INSPECTION HOURS: MONDAY – THURSDAY, 7:00 AM - 4:00 PM NEXT BUSINESS DAY REQUESTS: MUST BE SUBMITTED PRIOR TO 3:00 PM	

FINAL NOTES:

- Occupancy is allowed only after the Chief Building Official issues the C of O.
- The Chief Building Official may suspend or revoke the C of O at any time, with or without notice, for noncompliance with applicable codes, ordinances, or approved plans.

Certificate of Occupancy (C of O) sign-off can be found on the back of this page.

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(C of O) SIGN-OFF SHEET**

BUILDING PERMIT NO.	PROJECT NAME	PROJECT ADDRESS / APN

DEPARTMENT	SIGN-OFF
PLANNING DATE:	PRINT NAME:
	SIGNATURE:
ENGINEERING* DATE:	PRINT NAME:
	SIGNATURE:
FIRE & MEDICAL DATE:	PRINT NAME:
	SIGNATURE:
BUILDING SERVICES (Will be the last to review and sign) DATE:	PRINT NAME:
	SIGNATURE:

*Engineering Department approval provided herein is for the limited purpose of Certificate of Occupancy processing only. Such approval shall not be construed as a release, waiver, or satisfaction of any requirements, conditions, or obligations associated with Engineering permits, subdivision improvements, bonded work, or related agreements. All such obligations shall remain in full force and effect until formally released in writing by the Engineering Department.