



# CERTIFICATE OF OCCUPANCY APPLICATION & INSTRUCTION PACKET

To obtain a new Certificate of Occupancy with any changes or edits to the original, a complete and accurate application form with supporting documents must be provided. Per IBC (International Building Code) 111.2 a site visit is required.

## SUPPORTING DOCUMENTS

Applications are reviewed by Development Services Department and the Fire Prevention Division and **SHALL** include these documents:

*Items 1 through 3 shall be signed and dated by owner, owner's authorized agent, or lessee.*

1. **Certificate of Occupancy Application**
2. **Consent to Inspection Form**
3. **Fire Hazard Questionnaire**
4. **Floor Plan** – To be accurate, complete, and drawn to scale. (See sample floor plan on page 5 below)
  - a. Legible hand-drawings are acceptable for homes and small buildings (2 stories or less, under 3000 square feet, less than 20 people, and with no change of occupancy/occupancy classification).
  - b. AZ law requires professionally sealed drawings if the building is more than 2 stories, over 3000 square feet, holds more than 20 people, or is changing use.
  - c. Show or state the prior use of the building or suite (office, store, restaurant, etc.).
5. **Site Plan** – For help with creating a site plan see pages 6 & 7.

## APPLICATION PROCESSING

Upon receiving a complete and acceptable application, an expedited four (4) business day review will be conducted. If the applicant receives any review comments, the applicant shall address those comments and resubmit. If during plan review or during inspections it is deemed a building permit be required, the applicant/owner or their authorized agent shall be responsible for submitting a complete and acceptable application for building permit within 180 days.

**Site inspection** of the premises (by Development Services Department and the Fire Prevention Division) is required for most applications. We will contact you to schedule site inspections after the documents are reviewed.

## FEES

- To reprint an existing Certificate of Occupancy with no edits or changes: No charge
- A modification to an existing Certificate of Occupancy (CofO): \$181.00
- Application Processing Fee (only applied to modification of an existing CofO): \$102.00

OFFICE USE ONLY- RECORD VERIFICATION			
KNOWN EXISTING OCCUPANCY GROUP:	NEW OCCUPANCY REQUESTED:	OCCUPANT LOAD:	SQUARE FOOT:
CONSTRUCTION TYPE (PER IBC):	CURRENT ZONING:	NUMBER OF EXITS:	FIRE SPRINKLER: YES NO
REVIEWED BY:	COMPLETE APP. REC'D DATE:	INCOMPLETE & RETURNED DATE:	

**Development Services Department**  
11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • [www.AvondaleAZ.gov/DevelopmentServices](http://www.AvondaleAZ.gov/DevelopmentServices)

Per A.R.S. § 9-495, an employee able to provide additional information is available at 623-333-4000 and [EmailDevelopmentServices@avondaleaz.gov](mailto:EmailDevelopmentServices@avondaleaz.gov).  
All inquiries will receive a response within five business days. Please refer to the notice located on the last page of this document.

Revised 02.19.26



# CERTIFICATE OF OCCUPANCY APPLICATION

Submittal link: [Avondale Citizen Portal](#)

CURRENT BUILDING INFORMATION					
CURRENT BUSINESS NAME OR N/A:			BUILDING OWNER NAME:		
BUILDING ADDRESS:			ADDRESS:		
CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
YEAR WHEN BUILDING WAS CONSTRUCTED:			PHONE NUMBER:		
TOTAL NUMBER OF STORIES IN BUILDING: 1, 2, 3 OR MORE			EMAIL ADDRESS:		
TOTAL SQUARE FOOT OF BUILDING: ≤ 3000 / 3001 OR MORE			EXISTING OCCUPANCY CLASS (PER IBC) IF KNOWN:		
SQUARE FOOT OF BUSINESS (may be smaller than building):			DESIGN OCCUPANT LOAD: 20 OR LESS / 21 OR MORE		
EXISTING FIRE SPRINKLER: YES NO			NUMBER OF EXITS:		
DETAILED DESCRIPTION OF DESIRED USE (attach separate sheet if needed):					
NEW APPLICANT INFORMATION					
APPLICANT NAME:					
MAILING ADDRESS:			PHONE NUMBER:		
CITY:	STATE:	ZIP:	EMAIL ADDRESS:		
WILL ANY EXISTING SPACE CHANGE IT'S USE? (For example: storage room to office, or office to restaurant space)				YES	NO
ANY RECENT OR PLANNED ALTERATIONS TO THE BUILDING'S WALLS, ELECTRICAL, PLUMBING, OR MECHANICAL SYSTEMS?				YES	NO
DO YOU USE, PROCESS, GENERATE, OR STORE ANY HAZARDOUS, FLAMMABLE, COMBUSTIBLE, OR TOXIC MATERIALS?				YES	NO
PLEASE EXPLAIN IN DETAIL ANY 'YES' ANSWERS. DESCRIBE CHANGES, ALTERATIONS, AND/OR LIST THE MATERIALS USED, STORED AND QUANTITIES OF EACH HERE (ATTACH SEPARATE SHEET IF NEEDED):					

Application is valid for 180 days after submittal date.

I hereby certify that I have read and examined this application and know the same to be true and correct. I will comply with all provision of laws and ordinances governing this use and occupancy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The undersigned does hereby state that:

1. I am the owner, owners authorized agent, or lessee of the property located at (address):  
\_\_\_\_\_
2. A Certificate of Occupancy Permit Application has been submitted to the City of Avondale Development Services Department by (name of applicant) \_\_\_\_\_
3. The original construction date for the structure is \_\_\_\_\_
4. I acknowledge City inspections are required to demonstrate this space meets code requirements for:
  - a. Minimum building safety requirements
  - b. Minimum required plumbing fixtures
  - c. Minimum fire safety requirements
  - d. Emergency lighting and exit signage
  - e. Minimum accessibility requirements
  - f. City planning, zoning, and use requirements
5. I understand this is not a certification of the structural condition of the building.
6. I understand these inspections will be conducted to ascertain if there are violations of the provisions of the codes or other ordinances of the jurisdiction. The issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of the legally adopted codes or other ordinances of the jurisdiction.

The undersigned states they have the legal right to and hereby give consent for the City of Avondale Building, Fire, Planning/Zoning, and/or Code Enforcement Inspector(s) to enter upon the above-described property, including any and all buildings located thereon, to conduct such inspections as deemed necessary to evaluate this Certificate of Occupancy permit application. These inspections are to determine whether the referenced premises comply with the various laws, ordinances, codes, rules and regulations of the City of Avondale, AZ for the proposed occupancy. The undersigned, in consenting to these inspections, does so with the knowledge that any information obtained during the conduct of these inspections may be used in subsequent actions to cause corrections of violations of City, County, State, or other laws, ordinances, codes, rules, and regulations that may apply to the use and occupancy of the above-named property.

\_\_\_\_\_  
Building Owner/Lessee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The most recent fire sprinkler and fire alarm inspection and correction records shall be on site and available for review during the fire department's inspection.



# FIRE HAZARD QUESTIONNAIRE (ANSWER ALL QUESTIONS)

	Yes	No
Are you adding, removing, or modifying any walls, doors, or ceilings?		
<b>PLEASE INDICATE WHETHER ANY OF THE FOLLOWING MATERIALS WILL BE PRESENT:</b>		
Flammable or combustible liquids		
Aerosol products		
Nitrate Film		
Pyroxylin (cellulose or nitrate) plastic		
Compressed or liquified gas cylinders		
Liquid or solid oxidizers		
Organic peroxide formulations		
Other hazardous materials including battery rooms		
Idle pallets		
<b>PLEASE INDICATE WHETHER ANY OF THE FOLLOWING OCCUPANCIES/USES/AREAS WILL BE PRESENT:</b>		
Assembly, educational, institutional, child-care, health-care, or hazardous material storage (any quantity)		
Dust producing operations		
Spray booth, spray area, or mixing room		
Solvent extraction		
Laboratory using chemicals		
Oxygen-fuel gas system such as welding or cutting		
Acetylene cylinder charging		
Use or production of compressed or liquified gases		
Commercial cooking operation		
Class A hyperbaric chamber		
Cleanroom		
Incinerator or waste handling system		
Linen handling system		
Industrial furnace		
<b>PLEASE INDICATE WHETHER ANY OF THE FOLLOWING STORAGE HEIGHTS WILL BE PRESENT:</b>		
Will there be any storage of combustible product above 12 feet in height?		
Will there be any storage of plastic, rubber, or similar product over 5 feet in height?		
<b>PLEASE INDICATE IF PROPOSED USES WILL REQUIRE LICENSING FROM THE STATE:</b>		
Educational		
Institutional		
Child-Care		
Health Care		
Other:		

I certify that I have knowledge of the intended use of the property and that the information above is correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

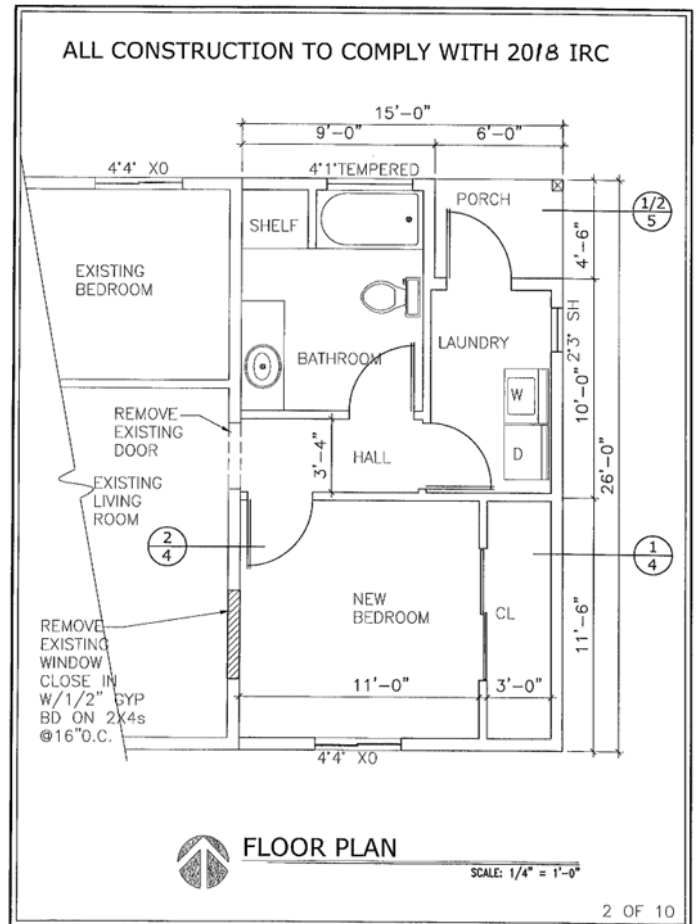
In Arizona, construction documents submitted for building permits must be sealed by a licensed registrant (architect or engineer), unless exempt under **ARS § 32-144**. Exemptions include:

- Single-family detached dwellings.
- Certain multi-family units where the walls are not bearing, shear, or firewalls, as determined by a licensed registrant.
- Small one- or two-story buildings under 3,000 square feet, designed for no more than 20 occupants, with structural members spanning no more than 20 feet (unless using approved engineered trusses or lintels).

All other projects require a licensed registrant's seal.

**Please note: A change of occupancy or change in occupancy classification always requires the seal of a licensed registrant**, as these changes typically impact life safety systems, structural integrity, and compliance with current building codes. The drawing shall:

- Show outside walls for entire building with overall dimensions.
- Show all interior rooms, hallways, & storage closets with dimensions for each room/space.
- Label the planned use of each space (office, storage, exam room, reception area, living room, bedroom, kitchen, etc.).
- Show doors, windows, and label exits.
- Show north arrow.
- Include scale.
- Indicate neighbors' business type, when part of a connected building (such as strip mall or multi-use building).
- Show bathrooms and label accessible bathrooms, if present.
- Show accessible parking, pathway, and distance to entrance if not included on the site plan.



See the sample site plan on page 7. Site plans are used to verify the property's zoning, required setbacks, and allowable lot coverage. Property dimensions and easements can be found on the recorded subdivision plat. If needed, subdivision plats can be viewed online through Maricopa County Assessor's website.

*<https://maps.mcassessor.maricopa.gov/>*

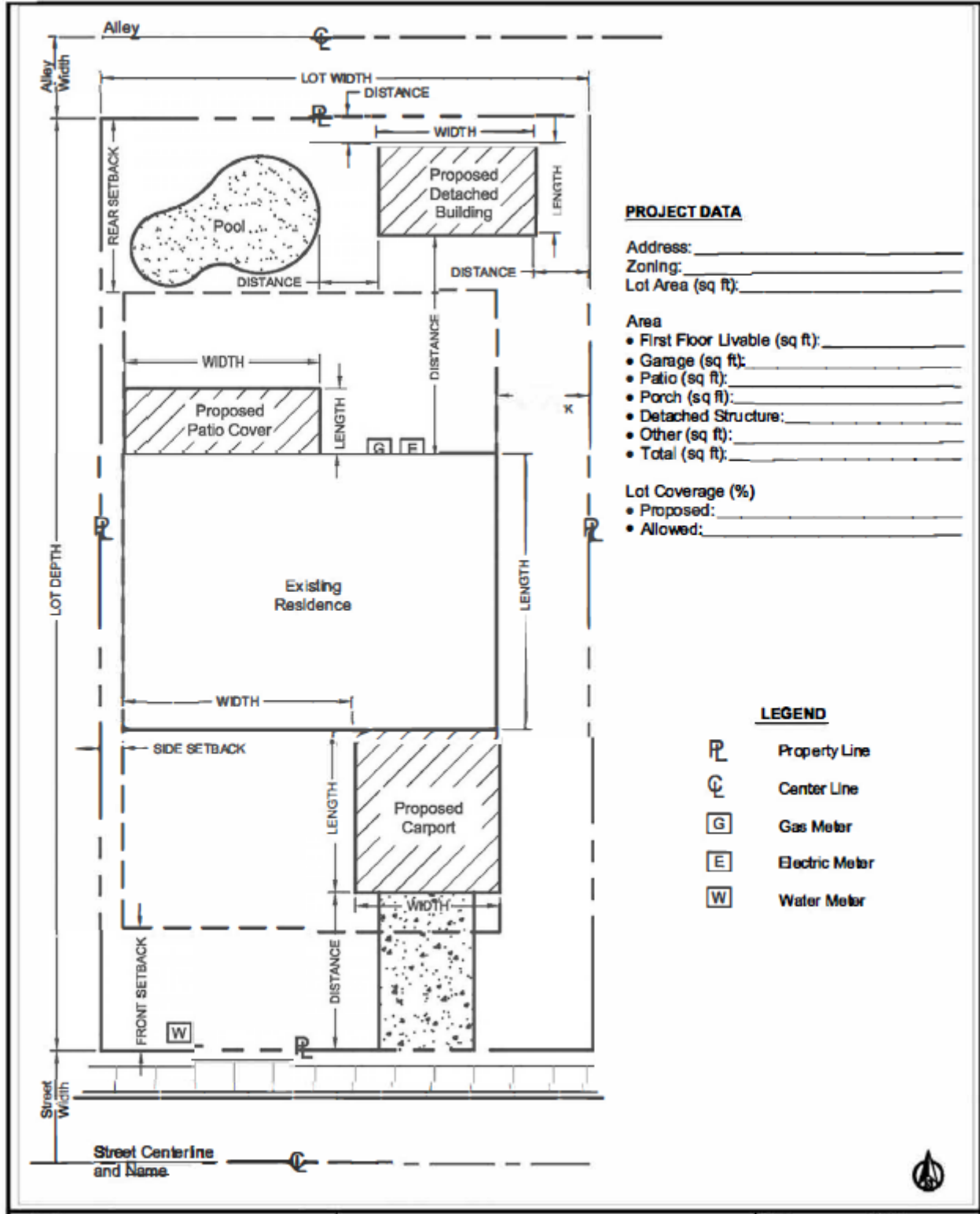
Zoom in on your parcel to see the shape and its dimensions. Plot plans can be hand drawn but must be legible.

- Show North arrow and scale (suggested scale 1" = 20')
- Show location and dimension of all property lines
- Show location and dimension of all easements
- Corner Lots- Show location and dimensions of all vehicle sight visibility triangles:
  - Structures and landscaping within a sight visibility triangle shall have a maximum height of 3 feet
  - Arterial street to local streets- 33' X 15'
  - Local street to local street - 33' X 33'
  - Local street to alley - 20' X 20'
  - Alley to alley - 15' X 15'
  - Driveway to local street - 20' X 10'
- Show location and size of existing structures
- Show actual and required building setbacks
- Show location of electric, gas and water services
- Show location, type, and height of fence (identify on plan as -x-x-x-)
- Zoning district
- Total lot area
- Existing total square feet under roof
- Calculate allowable lot coverage
  - $\text{Roof area} \div \text{net area of lot}$   
(first three feet of roof overhang not included in roof area)

### RESTRICTIVE COVENANTS

Many developments have restrictive covenants which are legally enforceable and could be different or more restrictive than city ordinance. The city does not track restrictive covenants. Be sure to check with your HOA or title company to verify if your use is allowed before coming to the city for a permit.

## SAMPLE RESIDENTIAL PLOT PLAN (HELP GUIDE IS INCLUDED ON PREVIOUS PAGE)



### PROJECT DATA

Address: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Lot Area (sq ft): \_\_\_\_\_

### Area

- First Floor Livable (sq ft): \_\_\_\_\_
- Garage (sq ft): \_\_\_\_\_
- Patio (sq ft): \_\_\_\_\_
- Porch (sq ft): \_\_\_\_\_
- Detached Structure: \_\_\_\_\_
- Other (sq ft): \_\_\_\_\_
- Total (sq ft): \_\_\_\_\_

### Lot Coverage (%)

- Proposed: \_\_\_\_\_
- Allowed: \_\_\_\_\_

### LEGEND

- Property Line
- Center Line
- Gas Meter
- Electric Meter
- Water Meter



## CITY OF AVONDALE, BUILDING SERVICES DIVISION LEGAL NOTICE & DISCLAIMER

By engaging in any correspondence, telephone conversation, discussion, meeting, site visit, inspection, or any other communication with an employee of the City of Avondale Building Services Division, you agree and acknowledge that:

**(Preliminary Information Only)**, any information, guidance, or opinion provided in any form other than a **formal written determination, approval, or code interpretation** issued by the Chief Building Official or their authorized designee is **preliminary in nature** and shall not be relied upon for permit issuance, construction, inspections, code compliance, or any other official purpose.

**(No Substitution for Official Records)**, verbal statements, informal emails, or other communications from Building Services employees are **not the equivalent** of an issued permit, City reviewed plan-set, inspection approval, certificate of occupancy, temporary certificate of occupancy, or formal code interpretation under the City of Avondale's adopted building codes, amendments, and ordinances.

**(Independent Verification Required)**, the recipient is solely responsible for **independently verifying** all applicable code requirements, site conditions, project details, and compliance obligations through review of official City records, adopted codes, and approved construction documents.

**(Authority to Bind the City)**, only the Chief Building Official, or their formally designated representative, has the authority to issue **official determinations, approvals, or interpretations** binding the City of Avondale.

**(Limitation of Liability)**, any error, omission, misstatement, or incorrect information whether verbal, written, electronic, or otherwise provided by any Building Services employee shall **not create liability** for the City of Avondale, its elected officials, officers, employees, or agents.