

	City of Casa Grande Development Center Policies & Procedures	Effective Date: July 1, 2016
	Title:	Date Reviewed: July 1, 2016
	Occupancy Permit Requirements	Department of Primary Responsibility: Building Safety
		Policy Number: B - GP - 010 - 2016

The City recognizes that there are buildings in the city that the owner does not have a current Certificate of Occupancy. If there is a valid Certificate of Occupancy in City records or a record of passed final inspections, a copy of the certificate is provided to the property owner. Changes to the building will require permits, inspections, and a new Certificate of Occupancy.

Occasionally a building exists that there are no City records available. In that case, the City may issue an Occupancy Permit. The owner of the property must apply for the permit with scaled floor plans of the building for Zoning, Building and Fire review. Any required inspections are made after the review is completed. These reviews and inspections will only look at “Life Safety” issues. This is not a full Building and Fire Code Review and Inspection for the structural condition or full code compliance. This is only a visual inspection of minimum health and safety requirements. The issuance of an Occupancy Permit does not presume that there are no hidden violations of the Building and Fire Codes on the date of the inspection.

In order to get an Occupancy Permit the owner must provide a complete application with a floor plan, drawn to scale, showing the following:

1. Accessible routes for the interior and exterior that includes parking, building exits, toilet rooms, drinking fountains, etc.
2. The uses of all rooms i.e. break room, conference room, office, etc.
3. Door sizes and door swing
4. Show exit sign and emergency light locations
5. Prior and proposed uses of the space or building
6. Fire extinguisher locations
7. Show if the building has fire sprinklers and/or a fire alarm
8. Exit doors and the type of locks on those doors
9. Adequate toilet rooms and drinking fountains
10. Any proposed changes to the space
11. Additional information may be needed based on your building and occupancy classification

Once the application is complete and accepted, City staff will do a review of the information provided for zoning, basic building code, basic fire code, and other city requirements. Some occupancies, such as a restaurant, will require additional reviews. If more information is needed the applicant will be contacted just as for any other review.

Once the review is complete, city staff will schedule and make the necessary inspections. These inspections will be scheduled as final inspections in ComDev. These will always be Building (Plan Reviewer) and Fire (Fire Inspector) inspections but may include zoning and engineering inspections as required for the occupancy.

Any discrepancies from the application documents found during these inspections must be corrected and reinspected. Once these inspections have passed, an Occupancy Permit is issued.