



Occupancy Permit Application

Provide All Information Fill in All Blanks

Business Name: _____

Business Address: _____ Suite No.: _____

Business Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Description of Business: _____

Property Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Applicant & Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Are you altering or adding to the building's existing 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 any 'yes' answer to the above questions on a separate sheet. Describe any changes or list the materials used or stored.

Provide the following along with this application:

1. **Floor Plan** - Drawn to scale (may be hand drawn); indicate the use of all rooms and specify size, note locations of interior walls and hallways, interior fixtures, restrooms, and exits. Identify the type of businesses adjacent to your suite to determine any separation requirements needed. Note if building is fire sprinklered.
2. **Parking Plan** - Show the number of parking spaces, including handicap spaces.
3. **Prior Use of the Suite or Building** - Office, store, storage, etc.
4. **Planned Use of Suite or Building**

Application Processing

The complete application package will be routed to the appropriate City Staff to assure the use complies with all requirements of the various City Codes. Any review comments are sent to the applicant for corrections. Comments should be mailed within twenty (20) business days after completeness review is completed. Comments must be addressed before the application can be approved. City inspection of your premises will be required in conjunction with this application.

Fees: Occupancy Permit: \$250.00

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 provisions of laws and ordinances governing this type of work whether specified herein or not.

Applicant Signature

Print Name

Date

**APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE
 REVISED 4/1/2016**

Office Use Only

Existing Occupancy Group _____ New Occupancy Group _____ Occupant Load _____ Square Feet _____

Construction Type _____ Number of Exits _____ Zoning _____ Fire Sprinklers Yes No



Consent to Inspection

The undersigned does hereby state that:

1. I am the owner of the property located at _____
2. An Occupancy Permit Application has been submitted to the City of Casa Grande Development Center for _____.
3. The original construction date for the structure on this property is _____.
4. City inspections are required to show this space meets minimum code requirements for:
 - a. Safe egress from the space
 - b. Emergency lighting and exit signage
 - c. Minimum required plumbing fixtures
 - d. Minimum fire safety requirements
 - e. Minimum accessibility requirements
 - f. City zoning requirements
5. I understand that this is not an inspection of the structural condition of the structure or a full Building and Fire Code Inspector. This is a visual inspection of minimum health and safety requirements. The issuance of an Occupancy Permit does not presume that there are no violations of the Building and Fire Codes on the date of the inspection.

The undersigned does hereby give consent for the City of Casa Grande Building, Fire, 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 with respect to the application mentioned above. City inspectors will not enter any occupied building without a responsible adult present. These include inspections to determine that the referenced premises comply with the various laws, ordinances, codes, rules and regulations of the City of Casa Grande, AZ for the proposed occupancy.

The undersigned, in consenting to these inspections, does so with the knowledge that any information obtained in the conduct of these inspections may be used in subsequent actions to cause correctons of violatons 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.

Owner Signature

Print Name

Date



City of Casa Grande

INDUSTRIAL WASTEWATER DISCHARGE QUESTIONNAIRE

Please complete this Questionnaire to the best of your ability. If there is more than one plant location in Casa Grande, an Application/Questionnaire for Industrial Wastewater Discharge Permit will be required for each location.

LEGAL BUSINESS NAME: _____ PHONE: _____

SERVICE ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

Do you have industrial process water? ____ Yes ____ No (Industrial Process water; water used to process or manufacture)

If “Yes” please indicate “Type of Business.”

If “No” please proceed to Signature requirement.

TYPE OF BUSINESS (Please check all that apply):

- Food Service (Fast Food, Restaurants/Cafes, Cafeterias, Bakeries, Delicatessens, Catering, Beverages, Ice Cream/Yogurt)
- Manufacturing/Processing/Assembly (Meat, Grain, Dairy, Metals, Electrical/Electronic, Chemical, Pharmaceutical, Machinery, Aircraft, Food, Textiles/Apparel, Plastics, Stone, Glass, Concrete, Wood, Leather, Petroleum, Fertilizer)
- Automotive Service (Full/Self serve car wash, Auto/Body repair services, Service Stations with/without Convenience Store, Dealerships)
- Industrial Laundry (Dry cleaners, Uniform/Clothing services, Full/Self serve Laundromats)
- Medical/Dental/Veterinary (Hospitals, Clinics, Nursing Homes, Elderly Care, Orthodontic, Denture, Animal Clinics/Hospitals)
- Funeral Services (Mortuaries, Cemeteries, Crematoriums)
- Printers/Photo Processors (Analog X-ray Labs, Printing/Publishing, Silk Screen)
- Grocery (Retail/Wholesale, General Merchandise)
- Salon Services (Barber Shops, Beauty/Nail Salons, Animal Groomers)

If you check one or more “Type of Business” selections, you will be **REQUIRED** to fill out an Application/Questionnaire for Industrial Wastewater Discharge Permit (City of Casa Grande Pretreatment Regulations Chapter 13.12 Resolution #2565 Sec. 4.2.1).

I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. Only information which is claimed as being confidential shall be treated as such.

NAME (PRINT): _____

TITLE/POSITION: _____

SIGNATURE: _____ DATE: _____

Over-All Review Timeframes for Building Permits^{1, 7, 8}

Permit Classification	Administrative Completeness Review ²	Substantive Review Stage ³		
		Review of Initial Submittal ^{4, 8}	Review of Resubmittal and Staff Decision to Approve / Deny ^{5, 7, 8}	Over-All Timeframe ^{6, 7, 8}
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Occupancy Permits	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
 - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
 - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extraordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes. In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

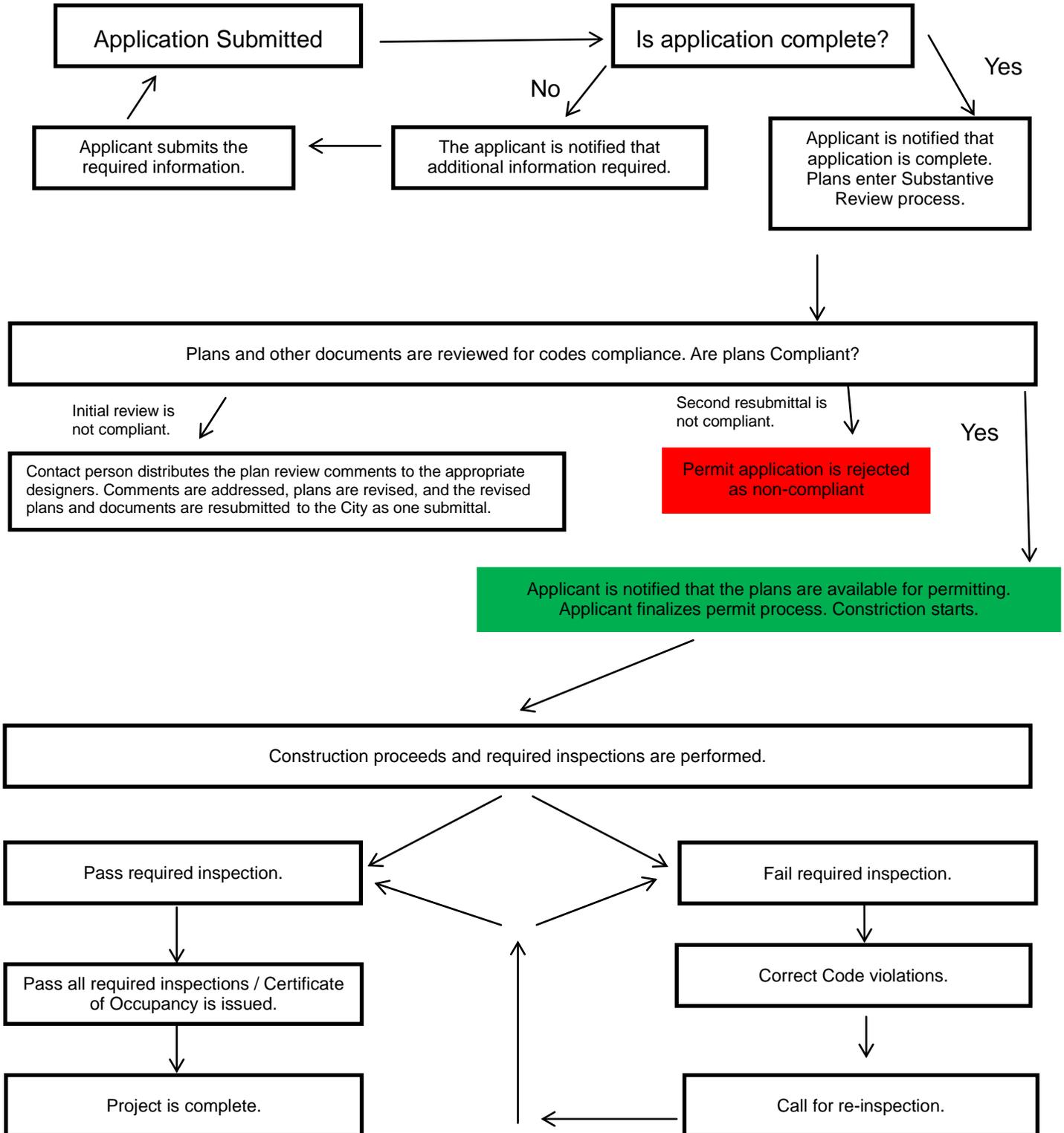
For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City

Completeness Review Process for Building and Engineering Permits



Building Plan Review timeframes are in business days excepting holidays. Please consult the Permit Review Time-line documentation available at the Development Center or on-line at <http://www.casagrandeaz.gov>

Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official, you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot wave Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.