

	<b>City of Casa Grande</b> <b>Development Center Policies &amp; Procedures</b>	<b>Effective Date:</b> February 2, 2015
	<b>Title:</b> <b>Replacement Certificates of Occupancy or Completion</b>	<b>Date Reviewed:</b> February 2, 2015
		<b>Department of Primary Responsibility:</b> <b>Building Safety</b>
		<b>Policy Number:</b> <b>DC- PP - 011 - 01</b>

The 2014 City of Casa Grande Building and Technical Administrative Code requires that a Certificate of Occupancy or Completion be issued before a building or portion thereof may be occupied.

**111.1 Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the Building Official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.  
 Exception: Certificates of Occupancy or Completion are not required for work exempt from permits under Section 105.2 or 105.2.3.

The City has a policy of issuing a new Certificate of Occupancy for a change in ownership of the building. Nothing in our building code requires a change of tenant to receive a new certificate of occupancy. Changes in occupancy classification and new work (a renovation) do require a new certificate to be issued after the owner shows the changes meet code requirements.

Requests for replacement Certificates of Occupancy shall follow these requirements:

1. The person requesting the replacement shall fill out the application and provide the floor and site plans for review.
2. The city staff member shall check the records to see if there is an original certificate on file and the permitted occupancy classification for that address.
3. If there are no changes in the permitted occupancy or floor plan a copy of the original certificate may be provided or a new replacement certificate from the original permit may be printed.
4. If there are changes to the occupancy classification or floor plans do not provide a certificate at this time.
  - a. Any change to the permitted occupancy classification shall be forwarded to planning and building plan review for review for compliance with zoning and building requirements.
  - b. Any changes from the floor plan on file usually requires a permit.
5. Any of the changes listed under #4a require that the Fire Inspector does a Safety Inspection. Any code violations found must be corrected and passed before a replacement certificate may be issued.
6. Any of the changes listed under #4b require plans and permits for all changes from the originally permitted space.
  - a. A Certificate of Occupancy for a new building permit will be provided after new work has been permitted, inspected and passed

Notes shall be made in the ComDev record and on the replacement certificate detailing the reason(s) for a new Certificate of Occupancy.