

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: _____

Email: _____ Square footage of building: _____

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 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 is required in conjunction with this application.

Fees: Occupancy Permit: **\$105.00**

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.

Owner/ Representative Signature

Print Name

Date

APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE

Office Use Only

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

Construction Type _____ Number of Exits _____ Zoning _____ Fire Sprinkler _____ 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 Inspection. 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 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.

Owner Signature

Print Name

Date