

CERTIFICATE OF OCCUPANCY

ARE YOU READY FOR CO ISSUANCE?

In order to achieve a timely and successful Certificate of Occupancy (CO) issuance, being proactive on the development end will ensure a quicker turn-around once the final building inspections have been approved. Please contact the following departments/agencies prior to final building inspection to ensure that any and all requirements, such as easements, bonds, licenses, record drawings, inspections, etc., have been met.

The process for CO issuance begins with the Building Department office after the final building inspection has been approved, where a notification is sent to the following departments/agencies requesting approval. An electronic inspection record or written response is required from each department/agency stating the approval or denial of the CO. The structure shall not be occupied until the CO is issued.

If a full CO cannot be issued, the City does offer a Temporary Certificate of Occupancy (TCO). All departments/agencies must also approve the TCO issuance.

Building Department (510) 421-8630	All vertical construction of buildings and structures, including serving utilities beyond the meter(s).
Fire Department (520) 421-8777	Fire sprinkler and alarm systems, Fire Department access, and life safety
Engineering (510) 421-8630	Design review for all privately funded horizontal development, including both private and public infrastructure, utilities, stormwater controls, traffic controls, etc.
Planning (510) 421-8630	Design review for conformance with the General Plan, Zoning and Land Use, landscaping, etc.
Public Works (520) 421-8625	All horizontal construction, including utilities, hardscapes, stormwater controls, traffic control, etc.

Other agencies involved with commercial development permits:

Pinal County Health Department	(866) 960-0633
Arizona Water Company	(520) 836-8785
APS	(800) 253-9405
Electrical District No. 2	(520) 723-7741