

# Certificate of Occupancy / Completion



Engineering and Development Services 14455 W. Van Buren St, Bldg D, Goodyear, AZ 85338 (623) 932-3004, Opt 2

## ☒ Certificate of Occupancy

## ☐ Certificate of Completion

The applicant is responsible for coordinating all inspections and satisfying the requirements for each department approval. A Certificate of Occupancy / Completion will not be issued until all department approvals are received. The structure is not to be used, occupied, or furnished in whole or in part prior to issuance of the Certificate of Occupancy.

This form is to be kept at the job site and when approvals are received from each department, the applicant is responsible for submitting the original completed form to the Development Counter. There will be a fee of \$100.00 for replacement forms. Please direct any questions to Engineering and Development Services at 623-932-3004, Option 2.

In order to receive a full Certificate of Occupancy / Completion, the entire project must be completed with no conditions. Shell buildings will be issued a Certificate of Completion. In order to receive a temporary Certificate of Occupancy, the following minimum items must be completed.

Parking Lots Installed	Water on	Handrails / Guardrails
Roofing/Exterior Complete	Plumbing Fixtures Installed	Sprinklers Operative
Heating/Cooling system installed	Smoke / Heat Detectors Operative	Emergency Lights In and Operative
Electrical Outlets Installed	Electrical Panels Labeled	Fire Rated Doors Installed
Address on building is visible from the street	Light Fixtures Installed or "Blanked Off". Outdoor Lighting Installed	Accessibility Items Installed (Such as parking spaces, ramps, signs, restrooms, etc.)
Fire Extinguishers	Exit Signs Lit	Exit Hardware Installed and All Exits Operable
Planning Stipulations Completed	Landscaping Completed	Fire Alarm Operative

A written request for a Temporary Certificate of Occupancy to the Building Official is required along with this form, and the appropriate fees (\$50.00 New Construction, \$25.00 Tenant Improvements). The letter must indicate the reason a Temporary Certificate is necessary, include a list of the items that are not completed, and state the date they will be completed.

Type of Request: Temporary – Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Full – Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Department Use Only:

Permit Number: **21-2119** Project Name: **VIP PRODUCTS - INDUSTRIAL**  
Project Address: **ADDRESS TBD**

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Upon completion of the project, provide a contact name and phone number below. Submit this original form to Engineering and Development Services for processing. Please allow 2-4 business days from the date submitted for issuance of the Certificate.

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City Staff	Temporary	Full
	Signature / Date	Signature / Date
Engineering		
Planning and Zoning		
Fire Verification Inspector		
Building Inspector		
Development Services Technician		

## Conditions / Comments: (Use additional sheets if necessary)

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_