

DIFFERENCE BETWEEN CERTIFICATE OF OCCUPANCY AND FIRE MARSHALL INSPECTION

Certificate of Occupancy

A **certificate of occupancy** is a document issued by a [local government](#) agency or [building department](#) certifying a building's [compliance](#) with applicable [building codes](#) and other laws, and indicating it to be in a [condition suitable for occupancy](#).^[1]

The procedure and requirements for the [certificate](#) vary widely from jurisdiction to jurisdiction and on the type of structure. In the United States, obtaining a certificate is generally required whenever:

- a new building is constructed
- a building built for one use is to be used for another (e.g., an industrial building converted for residential use)
- occupancy of a commercial or industrial building changes, or ownership of a commercial, industrial, or [multiple-family residential](#) building changes

The purpose of obtaining a certificate of occupancy is to prove that, according to the law, the house or building is in livable condition. Generally, such a certificate is necessary to be able to occupy the structure for everyday use, as well as to be able to sign a [contract to sell the space](#) and close on a mortgage for the space.

A certificate of occupancy is evidence that the building complies substantially with the plans and specifications that have been submitted to, and approved by, the local authority. It complements a [building permit](#)—a document that must be filed by the applicant with the local authority before construction to indicate that the proposed construction will adhere to [ordinances](#), codes, and laws.

Certificate of Occupancy

CertificateOfOccupancyPhoenix.com

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Plan Review



Permits



Inspections



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Getting a Certificate of Occupancy requires knowledge, patience and construction expertise.

Most commercial property owners find the process to get a Certificate of Occupancy frustrating and nearly impossible.

A **Certificate of Occupancy** is a document issued by a local government agency or building department certifying a commercial building's compliance with applicable codes indicating it to be in a condition suitable for occupancy.

Obtaining a certificate is generally required whenever:

- a new building is constructed
- a building built for one use is to be used for another (e.g. an residential dwelling converted for commercial use) (Note: Zoning is a different issue)
- occupancy of a commercial building changes, or ownership of a commercial building changes
- an owner wants to do remodel or upgrade their building and they currently are not in possession of a certificate of occupancy for their property.

The purpose of obtaining a Certificate of Occupancy is to prove that, according to the law, building is in livable condition. Generally, such a certificate is necessary to be able to occupy the structure for everyday use, as well as to be able to sign a contract to sell the space and close on a mortgage for the space.

A certificate of occupancy is evidence that the building complies substantially with the plans and specifications that have been submitted to, and approved by, the local authority. It complements a building permit—a document that must be filed by the applicant with the local authority before construction to indicate that the proposed construction will adhere to ordinances and codes and laws.

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COMMERCIAL ROC

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**See if You
Qualify**

Certificate of Occupancy

Will we accept a Temporary CofO?

Certificate of Occupancy

It depends.....

IF the temporary CofO is issued while a project is being finished that doesn't impact the health and safety of a patient.....YES.

Example: If the facility is waiting on landscaping to finish and that is why they have a temporary CofO, we will accept that.

Certificate of Occupancy

IF the temporary CofO is issued while a project is being finished that does impact the health and safety of patient.....**NO**.

Example: If the facility has working A/C in half of the building and is waiting on A/C in the other half.

City of Phoenix–CofO Guidelines

Occupiable – These are buildings or structures that are issued a Certificate of Occupancy because they are complete and in compliance with the codes and ordinances for which the occupancy has been applied. These buildings or structures, or portions thereof, may or may not have a specific tenant. A Certificate of Occupancy may be issued for the applied-for occupancy. Additional signage and tenant improvement requirements may be under separate permits and separate Certificates of Occupancy.

RESOLUTION OF DEVELOPMENT ISSUES:

The following is a list of issues that, if outstanding, could prevent the issuance of a Certificate of Occupancy until the issues are resolved to the Building Official's satisfaction.

This list is not inclusive:

- Finalization of all on-site permits (Fire, Site, Civil, Building)
- Completion of all off-site improvements - includes removal of and repairs to street lights and street signs
- Resolution of all project holds
- Submittal and acceptance by Water Services Department of as-built for water and sewer, including testing reports
- Completion and submittal of required Maricopa County Health Department forms
- Completion and submittal of required sewer certificates
- Acceptance of well/septic system

Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of the code or any other ordinances of the city of Phoenix.

Certificate of Occupancy



City of Phoenix



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City of Phoenix > Planning and Development > Topics A to Z > Certificate of Occupancy

Certificate of Occupancy



Not all projects require a certificate of occupancy to be issued. A certificate of occupancy is required for the following projects:

- New commercial and residential structures
- Tenant improvement of a newly occupied space
- Tenant improvement or remodel that involves a change in the occupancy type
- Other projects as determined

When required inspections are made on a project the inspector will indicate whether the inspection has passed or failed. When all required inspections have passed and the information is documented, a certificate of occupancy will be automatically generated if the project requires one. A green tag signifying compliance with certain code requirements will be given to projects that do not require a new certificate of occupancy.

For more information about certificate of occupancy requirements select from the links below.

- [Certificate of Occupancy Guidelines](#)
- [Certificate of Occupancy Policy](#)
- [Certificate of Occupancy - Existing Building Checklist](#)
- [Certificate of Occupancy - Application to Establish Use](#)
- [Certificate of Occupancy - Existing Building Questionnaire](#)
- [Temporary Certificate of Occupancy Application](#)
- [Certificates of Occupancy and Completion Search](#)

For more information, contact Planning & Development at 602-262-7811, or visit the Development Center, City Hall, 200 W. Washington St., second floor.

Fire Inspection

The State Fire Marshal would check for compliance with the Arizona State Fire Code, including fire sprinkler and alarm design. The State Fire Marshal may relinquish their authority to a local authority upon request (i.e. the cities of Scottsdale and Phoenix have such an agreement with the State Fire Marshal).

Fire Inspection



City of Phoenix



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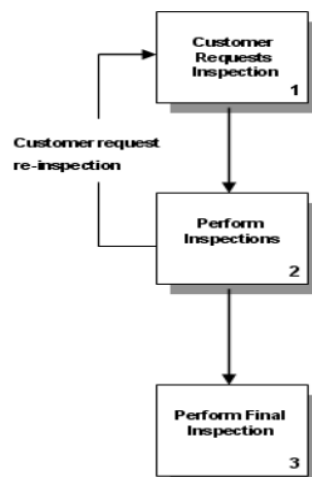
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City of Phoenix > Fire > Fire Permits and Inspections > Inspections

Inspections



The City of Phoenix's adoption of the International Fire Code authorizes and requires the Fire Department to inspect all commercial properties subject to fire regulations. A fire prevention inspection program has been developed to meet this requirement.

The goal of the Fire Prevention Division, is for all businesses, operations, occupancies and events in the City of Phoenix be safe, successful and in accordance with the Phoenix Fire Code. Fire Inspections play a key part in meeting this goal. Fire Inspections are initiated by permit request or by citizen observed fire code violations. At times incidents that occur can point out the need to focus on a particular industry or type of operation. To the left are links to the most common types of inspections we conduct. If you have questions regarding a fire inspection or a possible fire code violation please [contact us](#).

All Phoenix Fire Prevention Division Fire Prevention Inspectors conduct inspections of commercial occupancies for code compliance and operational permits as required by code. They also respond to complaints of fire and life safety issues. The scope of these inspections is identifying obvious fire hazards (i.e. electrical cords, combustible storage, blocked exits and hazardous conditions). Areas of non compliance are documented by the Fire Inspector and require a re-inspection to ensure compliance with the code requirements.

Non-compliance of requirements are subject to citation and legal action.

Fire Inspectors maintain International Fire Code Certifications and take continuing education code related classes to maintain their certification and skill level.



City of Phoenix

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Phoenix City Hall
200 W. Washington Street
Phoenix, AZ 85003 | [Map](#)

About Phoenix

Phoenix is the 5th largest city in the United States. We're a vibrant, growing city and a great place to live, work, and play! Explore our website to learn about city

Fire Inspection

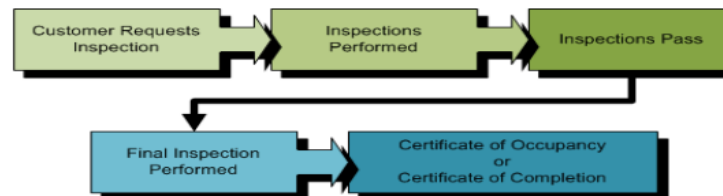
Inspections



Objective:

The primary objective of the Inspections Division is to assure all buildings are safe to occupy.

- The inspection team has 100 experienced inspectors and technical staff responsible for ensuring that all construction meets Phoenix Building Construction Code and approved regulations.
- Inspections take place several times during various phases of construction for conformance with approved plans, and compliance with the City Code and Zoning Ordinance, Building, Electrical, Plumbing, Mechanical, Signs, Energy Conservation, and Green codes.



Permits:

- Permits are not finalized until all required inspections have been conducted and construction is approved. Building permits are valid and inspections can be made for two years after the permit is issued.
- Building permits do expire, however, if work does not commence within six months of permit issuance, or ceases for more than six months. Regular inspections must be requested at each stage of construction prior to concealment or cover. When all final inspections have passed, a Certificate of Occupancy or a Certificate of Completion is issued.

For more Information about inspections, select a topic below or call 602-262-7811:

Fire Inspection



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City of Phoenix > Planning and Development > Development > Inspections > Fire (New Construction) Inspections

Fire (New Construction) Inspections



Beginning October 1, 2012, Planning & Development will begin performing inspections for selected Fire permits. [Download a list of which departments are responsible for which permits.](#) (PDF)

Both Fire permits and inspections are mandated by the Fire Code of the city of Phoenix, which is based on the ICC 2006 International Fire Code with Phoenix amendments. In addition, the [Bret Tarver Sprinkler Ordinance](#) mandates an automatic sprinkler system in defined situations. Fire inspections occur in conjunction with building inspections to assure appropriate fire and life safety installations and modifications.

Inspections can be requested by calling the area inspector directly. Area inspectors can be found on the [Fire Inspections, New Construction Areas and Codes](#) (PDF). **Given the need for the contractor to be onsite during the inspection, we encourage customers to call at least 48 hours in advance to allow an appointment to be scheduled.**

Appeals: When there are practical difficulties in carrying out provisions of the current code, alternate methods of compliance must be approved through an Appeals process. The Phoenix Fire Prevention Code, Section 104.6.4, allows the Fire Department to grant such appeals. [Get information here on submitting an appeals application.](#)

The Fire and Planning & Development Departments are working to make this transition as seamless as possible. Please do not hesitate to contact us with any questions or ideas for improvement. You can reach the Fire Protection Engineer, Bob Winters, at 602-501-1632, or the Team Leader, Mike Ornoski, 602-534-7385 or 602-501-1645.

Fire Inspection



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Fire Permit Responsibility List

Beginning **October 1, 2012** New Construction Plans will be submitted to either
Planning & Development (P & D) located at City Hall, 200 W. Washington, 2nd Floor, or
Fire Prevention (Fire) is 150 S.12th Street.

Permit Name	Number	Submit Plans To
Address Directories - large complexes	F482	P & D
Alarm System Dialer Replacement Only	F875	P & D
Automatic Hood System - Install or Modification	F134	P & D
Automatic Sprinkler System - NFPA 13 or 13R	F100	P & D
Automatic Sprinkler System - NFPA 13D	F159	P & D
Automatic Sprinkler System - NFPA 13D - Standard Plans for Residential	F159	P & D
Automatic Sprinkler System Modification (1-50 heads)	F809	P & D
Automatic Sprinkler System Modification No Change of Heads	F105	P & D
Emergency Access Permit	F481	P & D
Fire Alarm Dialer with Power - Install or Modification w/Plan Review	F175	P & D
Fire Alarm Dialer - Over the Counter	F875	P & D
Fire Alarm Installation	F122	P & D
Fire Alarm Modification	F129	P & D
Fire Alarm Modification - Over the Counter Permit	F802	P & D
Fire Alarm Modification with Special Egress - Over the Counter Permit	F805	P & D
Fire Department Access During Construction	F483	P & D
Fire Pump Installation	F117	P & D
Hydrants & Underground Fire Lines	F112	P & D
Industrial Oven - Install or Modification	F221	P & D
Smoke & Heat Vents	F110	P & D
Smoke Removal System	F109	P & D
Special Extinguishing System - Non Water Based	F132	P & D
Standpipe (not part of a sprinkler system installation)	F114	P & D
Stationary Lead Acid Battery System - Install or Modification	F230	P & D
Underground Fire Line Stubout - Over the Counter Permit	F801	P & D
Vehicle Access Control Device Gates - Manual or Automatic	F157	P & D
Anhydrous Ammonia System - Install or Modification	F235	Fire
Compressed Gas System - Install or Modification	F155	Fire
Cryogenics Fluid System - Install or Modification	F205	Fire
Fire Apparatus Access Road	F479	Fire
Fire Life Safety Report Review - submit the same as plans	FLSR	P & D or Fire
Firefighter Breathing Air Systems	F130	Fire
Flammable/Combustible Liquid Storage, Use & Handling Class I, II & III	F173	Fire
Flammable/Combustible Liquid Underground Tank - Installation / Modification	F140	Fire
Flammable/Combustible Liquid Tank - Install with Fixed Fire Protection	F142	Fire
Flammable/Combustible Liquid Aboveground Tank - Installation / Modification	F143	Fire
Liquid Propane Gas Flare Off	F178	Fire
Liquid Propane Gas System Aboveground - Install or Modification	F177	Fire
Liquid Propane Gas System Underground - Install or Modification	F176	Fire
Private Hydrant Flow Test	F810	Fire
Removal of Fire Protection System(s)	F900	Fire
Spray Booth/Room/Area - Install or Modification	F137	Fire
Temporary Fire Lines / Hydrants	F113	Fire

This publication can be made available in alternate formats (Braille, large print, or digital media) upon request.
Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.

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New 10/12

Videos

Short video on fire inspections:

<https://youtu.be/a2FtaIJBtXY>

Planning and Development video:

https://youtu.be/gD3YDRD_p4w

