



CERTIFICATE OF OCCUPANCY APPLICATION

The applicant is responsible for coordinating all inspections and satisfying the requirements for each department's approval. Any inspection called for without that work being completed shall be assessed a special inspection fee. If an inspection is rejected, that department's inspector will leave a written correction notice. Utility companies may not be given a clearance nor a Certificate of Occupancy issued until all department approvals are received. The Building Inspector cannot conduct an inspection until all of the other appropriate departments have signed off.

When all approvals are received from each department's inspector, the applicant is responsible for submitting the completed form to the Chief Building Official at the City of Eloy Building and Safety Department to obtain a Certificate of Occupancy. If you have questions, please call the Building and Safety Department at 520-466-2578.

This structure is not to be used, occupied, or furnished in whole or in part prior to the issuance of the Certificate of Occupancy.

In order to receive a **FULL** Certificate of Occupancy, the entire project must be completed with no conditions.

In order to receive a **TEMPORARY** Certificate of Occupancy, the following **minimum** items will need to be completed: (Please note, since each building is different, *additional items may be required.*)

Parking Lots Installed	Water	Handrails / Guardrails	Fire Alarms Operative
Roofing / Siding Complete	Plumbing Fixtures In	Sprinklers Operative	Exit Signs Lit
Heating / Cooling System Installed	Smoke Detectors and Sprinklers Operative	Emergency Lights In and Operative (If Req'd.)	Exit Hardware Installed
Electric Outlets Installed	Electric Panels Labeled	Fire Rated Doors Installed (If Req'd)	Fire Extinguishers
Address On Building Visible from the Street. Contact the Fire Dept. If You Are Unsure of Location	Light Fixtures Installed or "Blanked Off"	Handicap Items Installed such as Parking Spaces, Ramps, Signs, Restrooms, Etc.	85% of Landscaping to be Completed. Requirements May Vary. Contact the Planning Dept. for Details

DATE: _____

TYPE OF ☐ TEMPORARY
REQUEST ☐ FULL FINAL

PROJECT NAME: _____

PROJECT ADDRESS: _____ VALUATION: \$ _____

Permit No: _____ Date Issued: _____ Type of Construction: _____ Occupancy Use Group: _____

Contact Person: _____ Phone: _____

Contact Person is: Owner Builder Designer Other Fax No: _____

Owner: _____ Builder: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

IMPORTANT NOTE TO INSPECTORS: IF YOU SIGN IN THE “TEMPORARY” COLUMN, PLEASE WRITE DOWN THE CORRECTIONS THAT ARE NECESSARY TO MAKE IT A “FULL C.O.” IF YOU HAVE NO CONDITIONS, PLEASE SIGN IN THE “FULL” COLUMN, EVEN IF A TEMPORARY WAS REQUESTED. ALSO INDICATE A COMPLIANCE DATE.

DEPARTMENT	TEMPORARY SIGNATURE / DATE	FULL FINAL SIGNATURE / DATE
☐ City Engineer (466-3082)		
☐ Planning / Zoning (466-2578)		
☐ Fire District (466-3544)		
☐ Water / Sewer (464-1392)		
☐ Water Dept. (466-9201)		

NOTE: ALL SIGNATURES ABOVE ARE REQUIRED PRIOR TO SUBMITTAL TO THE BUILDING INSPECTOR.

☐ Building Inspector		
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☐ Chief Building Official		
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CONDITIONS / COMMENTS (Use Additional Sheets If Necessary)

Date _____ Department _____ Inspector _____

Comments _____

Date _____ Department _____ Inspector _____

Comments: _____

Date _____ Department _____ Inspector _____

Comments: _____

