



CITY OF EL MIRAGE
Building, Engineer, Fire & Planning
 10000 N El Mirage Road, El Mirage 85335
 Tel 623-972-8116 TDD 623-933-3258
www.elmirageaz.gov

CERTIFICATE OF OCCUPANCY SIGN OFF SHEET- COMMERCIAL	
Project Name:	Date:
Project Address:	Bldg Permit #
	Eng Permit #
Contact Person:	Phone:
Mailing Address:	Zip:

SIGN PERMIT - SIGN OFF	
Sign Permit No.:	Inspected: Yes ☐ No ☐ Date:

DEPARTMENT	APPROVED BY	DATE
Building Inspection (623) 876-2979		
Business License (623) 972-8116		
Engineering Insp (623) 876-2975		
Fire Inspection (623) 583-7968		
Planning Inspection (623) 876-2996		

Owner/ Contractor is responsible for coordinating all inspections and satisfying the requirements for each department's approval. If an inspection fails, the specific department inspector will leave a written correction notice to be followed up by the owner/contractor. A certificate of occupancy will NOT be issued until ALL department inspection approvals are received. This completed form with all the approval signatures is to be delivered to Building Safety Dept to process the certificate of occupancy. Process time is within 10 business days.

FOR OFFICE USE ONLY			
Construction Type:	Occupancy Type:	Occupant Load:	No. of Stories:
Sprinklered: Yes ☐ No ☐	Alarm: Yes ☐ No ☐	Fees paid: Yes ☐ No ☐	
Owner/ Company Name:			
Address:		State & Zip:	