

**CITY OF PEORIA  
 CERTIFICATE OF OCCUPANCY  
 PERMIT APPLICATION**

9875 N. 85<sup>th</sup> Avenue  
 Peoria, Arizona 85345  
 (623) 773-7225; FAX (623) 773-7245  
[www.peoriaaz.gov/building](http://www.peoriaaz.gov/building)

**Please Print Clearly**

**OFFICIAL USE ONLY**  
**Handout 400COFO (rev. 01/11)**

Permit Number:

Plan Review Fee:  
 (if applicable)

Total Permit Fees:  
 (Balance Due)

PROJECT ADDRESS:

SUITE NUMBER:

PROJECT DEVELOPMENT NAME:

BUSINESS NAME:

Submittal Date:

Square Footage:

Valuation:

Construction Type:

Occupancy Type:

Occupant Load:

Tenant Improvement Permit Number:

Shell Building Permit Number:

Shell Building Registrant Design (non-separated, separated, mixed use):

Intended Use of Space:

**APPLICANT/CONTACT:**

Address:

City:

State:

Zip Code:

Phone:

e-mail address:

**BUILDING OWNER:**

Address:

City:

State:

Zip Code:

Phone:

e-mail address:

Are you a first-time/occasional applicant?    ( ) YES    ( ) NO

Owner/Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**(see reverse side for submittal requirements)**

C of O Only (NO WORK-TENANT WILL OCCUPY SUITE "AS IS"):

Must obtain approval from Planning & Zoning prior to review

**\*No C of O Only permits will be issued for tenant suites with warehouse space per Peoria Fire Department requirements.**

Two (2) copies of existing floor plan showing the following:

- (a) Spec suite floor plan, OR
  - (b) Existing built out floor plan
- 1) Specify occupancy type/use and occupant load
  - 2) Location of existing high/low drinking fountain or bottled water cooler
  - 3) Location of existing service sink either inside suite or community service sink provided by Landlord
  - 4) Location of existing AZDA compliant restroom(s)
  - 5) Location of existing exit sign(s) and exit door(s)
- No hazardous materials can be stored.
  - Free-standing storage racks exceeding 5'9" in height must obtain a separate permit and same racks exceeding 8' in height must also provide engineering by an Arizona Structural Engineer.
  - Per IMC 403.3.4, Air Balance Report for the suite is required  
**NOTE:** Any duct detectors installed on the HVAC system must be interconnected to the building fire alarm system. This will require a fire alarm contractor to perform the work and to demonstrate operation to the Fire Department at the final inspection. An air balance test report to show that it is properly installed is also required.
  - If suite has never been occupied, then mechanical outside air calculations from an Architect or Mechanical Engineer in compliance with IMC Table 403.3 shall be submitted for approval.
  - Inspections (2 visits required)
    - Day 1 = #260 – SES Inspection and meter clearance
    - Day 2 = #190 – Final Plumbing
      - #290 – Inspection of exit lights and emergency lights
      - #390 – Present air balance report
      - #590 – ADA and Egress inspection
      - #990 – Final Fire