

## Provisional Certificate of Occupancy

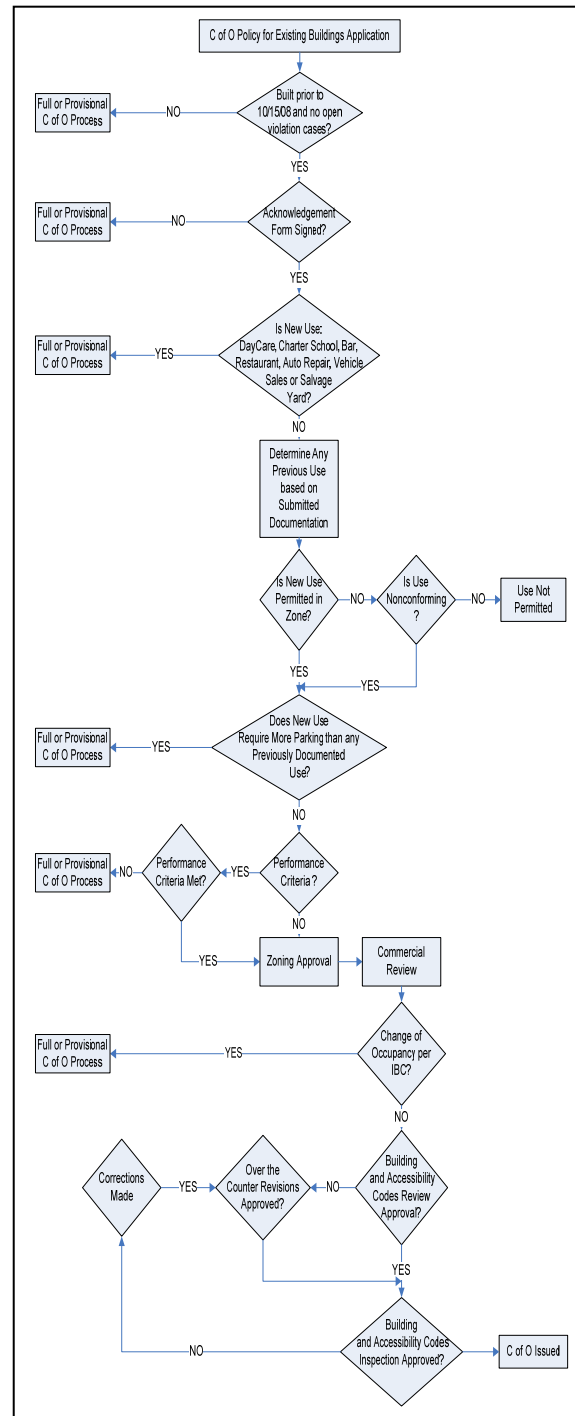
Given in the form of a Temporary C of O signed for completion of required items.

The Building Official may issue a Provisional Certificate of Occupancy (C of O) that allows occupancy of a structure when there are items that need to be fixed that don't present a life safety issue. In circumstances where the Building Official has determined by inspection that the structure appears safe for occupancy and that the structure can be brought into compliance with adopted codes within one (1) year, a Provisional C of O shall be issued for a fixed period of time, not to exceed one (1) year. One (1) extension of not more than six (6) months may be issued if satisfactory progress is being made to complete the work. A bond and/or assurances will be required as described in section 110.3 as a condition for issuance. The Building Official may base the determination to issue a Provisional Certificate of Occupancy upon a Baseline Site and or Floor Depiction. These are renderings of the existing floor and site layouts, drawn to scale and fully dimensioned, and having the required minimal elements for review as established by the Building Official. A Provisional Certificate of Occupancy is subject to suspension or revocation as provided in Section 110.4. A full description of the Provisional Certificate of Occupancy requirements can be found on our website at:

[www.tucsonaz.gov/dsd/C\\_of\\_O/c\\_of\\_o.html](http://www.tucsonaz.gov/dsd/C_of_O/c_of_o.html)

10/14/2008 C of o Prov pamphlet.doc

## C of O Review Process Chart



## City of Tucson Guide to Obtaining a Certificate of Occupancy

**2006 IBC Section 110.1 Certificate of Occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

**Development Services Dept  
City/County Public Works Bldg  
201 N. Stone Ave  
Tucson, AZ 85701  
520-791-5550  
[www.tucsonaz.gov](http://www.tucsonaz.gov)**

## **Certificate of Occupancy**

### **Why do I need it?**

All commercial buildings and individual spaces for rent or occupancy within the building require a Certificate of Occupancy, commonly referred to as a C of O. The Permanent C of O is a certificate issued by the Development Services Department (DSD) that:

- states the maximum occupancy (how many people can safely occupy the space at one time)
- states the occupancy type
- certifies that the building space meets applied requirements of the International Building Code and other City of Tucson codes and ordinances

### **Qualifications**

No work is proposed and no work has been done within the space. (with exceptions)

The use is permitted in the Zone and Land Use Code (LUC) and Development Standard requirements are met.

As Defined by the **IBC**, the **NEW** use does not constitute a change in occupancy that increases the hazards to occupants

### **Documents needed for review:**

- 1 completed C of O application
- 1 copy of the last Certificate of Occupancy for the space

- 2 copies of last City or County approved site plan (11"x17" minimum size)
- 2 copies of the last City or County approved floor plan (11"x17" minimum size) sealed by a registered professional

### **What if I don't have a site or floor plan?**

If the last approved site plan and/or floor plan are not available from DSD records or from the building owner, Site Depictions may be substituted. Site Depictions are renderings of the existing floor and site layouts drawn to scale, and having the required minimal elements for review.

*The full C of O requirements and definitions may be found on our website at:*

[www.tucsonaz.gov/dsd/C\\_of\\_O/c\\_of\\_o.html](http://www.tucsonaz.gov/dsd/C_of_O/c_of_o.html)

### **The Process:**

The C of O application and associated plans must be reviewed and approved for the following disciplines:

- Zoning –use permitted in the zone and applicable Zoning performance criteria are met, etc.
- Building/Structural – does the proposed Occupancy require additional permits

If the documents are reviewed and approved the C of O *Permit* will be issued and required inspections identified once the fees have been paid. In the event a FULL and permanent C of O cannot be given, due to outstanding issues, you may qualify for an

## **Application C of O or a Provisional C of O.**

See our website for further details.

### **Fees payable**

Plan Check----\$60\*  
Inspections----\$150\*

\*Additional fees may apply if additional permits or additional inspections are required.

The required inspections are scheduled by the applicant when ready.

### **Why are inspections required?**

Inspections are needed to validate the site and occupancy space or building to:

- reflect the plans or depictions used during plan review prior to issuing the permit
- meet the minimum health and safety standards

In some cases additional/separate permits may be required to remedy a code requirement. This may require the services of a registered professional to prepare drawings for review and a licensed contractor will need to secure the permits and perform the work.

### **What happens next?**

Once the plan reviewers and inspectors have approved the issuance of a C of O, the customer brings in the inspection results to the Customer Service Representative who will print out a new Certificate of Occupancy for the space/building.