



# City of Phoenix

## DEVELOPMENT SERVICES DEPARTMENT

### Certificate of Occupancy Request

**The following provides information on how to obtain a certificate of occupancy for an existing building**

**Step #1** Request a copy of the Certificate of Occupancy from the Development Services Records Section, located on the second floor of City Hall, 200 W Washington (602) 262-7800 voice or (602) 534-5500 (TTY).

**If no Certificate of Occupancy is on file, continue with Step #2 to obtain supporting documentation for a current Certificate of Occupancy.**

**Step #2** Request a Detailed Valuation Report from the Maricopa County Assessor's Office.

**Maricopa County Assessor's Office**  
**301 West Jefferson St**  
**Phoenix, AZ 85003**  
**(602) 506-3406 voice (602) 534-5500 (TTY)**

**Step #3** At your local library, request the City Directories for the years listed on the Detailed Valuation Report you received from the Maricopa County Assessor's Office. Provide a copy of the City Directory listing showing the business name(s) at that address. Be sure the copy includes the date the businesses have occupied the building. (See attached for example)

**The nearest downtown Library is:**  
**Burton Barr Central Library**  
**1221 N Central Ave**  
**Phoenix, AZ 85004**  
**(602)-262-4636 voice or (602) 534-5500 (TTY)**

**The City Directories are located on the 4<sup>th</sup> Floor. Please call ahead to check the hours of operation for the Arizona Room before visiting the library. Ask a librarian for assistance if you have trouble locating them.**

**Step #4** Provide copies of the above referenced information to Counter #6 located on the 2<sup>nd</sup> floor of City Hall at 200 W Washington Street for Site Review.

Once all of the above information has been obtained bring all documentation to the Development Services Department Counter 5 on the 2<sup>nd</sup> floor of City Hall, 200 W Washington Street. There will be a fee of \$120/hr (BSSTAFF\*) for the required research and inspection associated with this request. If code violations exist, the applicant will be provided a list of the violations, additional permits required, and any additional fees.

The applicant has the option to resolve any existing violations based on the current Building Code or, may go to the City Clerk's Office to obtain a copy of the code(s) in effect at the time the business was established. Documentation showing that current violations were not a violation under the previous code(s) will be considered in addressing current code violations.

After completing all inspections and verifying type of Certificate of Occupancy, the inspector will release a new Certificate of Occupancy. There will be a fee of \$240 (C/OCHGFD\*) for the issuance of this Certificate of Occupancy. You will be notified when the Certificate of Occupancy is ready for pick up.

For questions or additional information, please call (602) 534-5017 voice or (602) 534-5500 (TTY).

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact the Development Services Department at (602) 262-7811 (voice) or (602) 534-5500 (TTY).