Chandler • Arizona
Where Values Make The Difference

Application for Certificate of Occupancy/ Certificate of Completion

Date: _____ ☐ **Certificate of Occupancy** ☐ **C of O Re-issue** ☐ **Certificate of Completion**

Please Note

- Do not complete this form if you are doing any construction work (such as walls or partitions, making additions and/or renovations to the electrical, plumbing, or heating/cooling systems, signage, etc.) For this type of work, you must submit plans to Planning and Development for review and obtain a building permit. After work is complete and approved by the City's inspector, you must then request a Certificate of Occupancy inspection.
- A Stop Work Order will be issued if you do not obtain the required permits. You will be assessed twice the normal building permit fees.
- The minimum fire extinguisher rating requirement is 2a 10bc. One extinguisher is required for every 3,000 square feet, or 75 feet travel distance.
- ***Beginning 7-1-09 there is a fee of $90 for this application.***

Applicant Name	**Business Owner Name (if different)**	**Applicant/Contact Phone No.**	
Business Name		**Business Phone No.**	
Business Address (including building or suite numbers)		**City/State/Zip**	
Nature of Business		**Building/Shopping Center Owner**	
Hazardous materials are stored/handled on site: ☐ **Yes** ☐ **No**	***If yes, you must submit an electronic Hazardous Material Inventory Statement (HMIS) prior to Certificate of Occupancy. Contact City of Chandler Fire Department at 480-782-2121 for requirements.***		
Lease Space Sq. Ft.	**No. of Employees**	**No. of Exits**	**No. of Restrooms**
Public Access to Restrooms:	☐ **Yes - requires that two (2) restrooms be equipped for handicapped use.** ☐ **No**		
Applicant Signature			

City Use Only

Zoning	**Occupancy Classification**	**Applicable Code Edition**	
Fixed Property Use	**Remarks**		
Zoning Approved By			**Date**
Address Verified By			**Date**
☐ **Certificate of Occupancy** ☐ **Certificate of Completion**	☐ **Existing** ☐ **Required**	**Approved to Issue By**	**Date**

Mailing Address:
P.O. Box 4008, MS 406
Chandler, Arizona 85244-4008

Planning and Development Department
Development Services Division
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