



DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division



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| REQUIREMENT / PROCEDURE | | 10-RP-001 | |
| Subject: | Change of Occupant Permits | | |
| Effective Date: | 6/9/10 | Revised Date: | 05/25/17 |

PURPOSE

This procedure clarifies the process for issuing a change of occupant permit and under what conditions a change of occupant permit will be issued.

WHY ISSUE CHANGE OF OCCUPANT PERMITS?

A certificate of occupancy is issued to a specific tenant for a specific use of a space. If the tenant for a space changes even though the use does not, the existing certificate of occupancy is no longer valid. The new tenant would be occupying the space without a valid certificate of occupancy which is an unlawful act. This would include a change of name for the business even if the actual tenant stays the same.

It is important for the City to have the correct tenant name for the space to ensure timely emergency response, keep updated contacts for the space, and allow for safety of the public and the structure through annual inspections.

WHEN WILL A CHANGE OF OCCUPANT PERMIT BE ISSUED?

Change of Occupant permits will only be issued for spaces that have previously been issued a certificate of occupancy by the City of Goodyear. No changes to the space other than minor work such as new floor covering or paint are allowed as part of a change of occupant permit. In addition, **all** code requirements of the proposed tenant use must be met without modification to the existing space.

SUBMITAL REQUIREMENTS

Submissions for change of occupant permits must include the following:

- Completed Permit Application
- Written narrative with description of new business, proposed use, proposed occupancy, proposed work etc.
- Two copies of a dimensioned floor plan (draftsmen quality) for the space with name, address, north point indicator, location of existing walls, doors and plumbing fixtures.

ASSOCIATED FEES

For a change of occupant permit the associated fees total \$160.00 and are as follows:

Plan Review - \$35.00

Building Inspection Fee - \$100.00

Certificate of Occupancy Fee - \$25.00

Plan Review Fees must be paid at the time the submittal is made. All other fees are due prior to permit issuance.

PERMIT ISSUANCE

When the permit is issued, the applicant will receive a Building Permit for the Change in Occupant. The applicant shall receive a Certificate of Occupancy application denoting all of the signatures needed to allow for the issuance of a Certificate of Occupancy. The applicant will also receive a copy of the submitted floor plan that has been designated as a Job Copy that must be available at the site for the Inspectors.

Most businesses will need to obtain signatures indicating that a Utilities Account and Sales Tax Number have been obtained. For information regarding these two items call the numbers indicated on the Certificate of Occupancy application or visit City Hall at 190 N Litchfield Road, Goodyear, AZ 85338.

All businesses will need both building and fire verification inspections.

Two inspections are required and are to be scheduled in the order presented here. First is the Fire Verification inspection #314, and once approved the Change of Occupant Inspection #436.

The applicant can schedule these inspections when the permit is issued but be advised that all signatures, with the exception of the Building Official's, MUST be obtained before the Building Inspector will sign off.

BUSINESS REGISTRATION

All businesses operating within the City of Goodyear are required to obtain a business license. Information on how to do this can be obtained on the web at www.goodyearaz.gov or by calling 623-882-7874.

UNPERMITTED WORK

It is possible that changes were made to the space without permits and such changes may be discovered as part of the inspection process. If changes pose an imminent life safety issue a permit for correction will be required. In addition, all applicable inspections must be completed prior to the certificate of occupancy being issued for the space. Work done without a permit will be required to comply with the currently adopted codes. Unfortunately, work done without permits will likely delay the applicant from occupying the space as the issue must be resolved prior to occupancy of the space.

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