

TENANT CHANGE, CERTIFICATE OF OCCUPANCY REQUIREMENTS

Note: Development Services general email, dspermits@maricopa-az.gov

I AM A NEW TENANT THAT IS NOT DOING ANY BUILDING, ELECTRICAL, PLUMBING, MECHANICAL OR STRUCTURAL WORK , WHAT DO I NEED TO OPEN FOR BUSINESS?

You have moved or plan to move into a new place of business where the previous tenant was the same occupancy classification and have not made any changes requiring a tenant improvement permit.

Here is what you need:

1. A sketch of your floor plan. Include the following on the plan:
 - a. ADA/Handicap accessible counter (34-38" high x 36" long x 12" wide)
 - b. Water cooler(s)
 - c. Fire extinguisher(s)

The process can be completed by creating an account and applying for a Tenant Change (Certificate of Occupancy) Permit [online](#).

There is a one-time fee of \$111.00. This fee includes a \$50.00 Building Department Inspection Fee, a \$50 Fire Department Inspection Fee, and an \$11.00 Permit Issuance Fee.

Once you obtain the permit you will need to set up your place of business as if you are ready to open for business. Once this is complete you will need to schedule a Fire and Building inspection.