

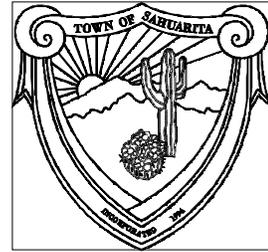
Town of Sahuarita

375 W. Sahuarita Center Way

Sahuarita, Arizona 85629

520-822-8866

<http://www.sahuaritaaz.gov>



Certificate of Occupancy (C of O) Submittal Checklist

The following items are required and submittals must be complete before accepted for review.

For current codes and amendments please visit our website at: <http://sahuaritaaz.gov/buildingsafety>.

- ❑ **Completed Town of Sahuarita Permit Application**
 - ❑ Permit application can be found online at <http://sahuaritaaz.gov/buildingsafety>
 - ❑ Property owners email address is required
 - ❑ Sign and date the application
 - ❑ Provide the square footage, type of construction and if existing fire sprinklers; required for issuing the Certificate of Occupancy

Note:

- A Certificate of Occupancy permit is required if a building/tenant space is changing occupancy and there is no work being done that requires a permit. Some examples are changing business offices to a retail shop or changing a residence to an assisted living facility where 7-10 people are receiving care.
- There is no permit fee. Permit includes 1 inspection at no cost. Any additional inspections will be \$60.00 each and must be paid prior to scheduling the inspection.
- Town Fire approval will be required and Planning & Zoning approval may be required prior to a final certificate of occupancy being issued.
- Address numbers must be posted prior to inspections. Pima County Address Display Requirements can be found at <http://webcms.pima.gov/cms/One.aspx?pageId=61728>.
- A final certificate will be issued for display in your business.