



SALT RIVER
PIMA-MARICOPA INDIAN COMMUNITY
10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722
PHONE (480)362-7910 FAX (480)362-5908



CERTIFICATE OF OCCUPANCY GUIDELINES:

A Certificate of Occupancy (C of O) is a formal approval by the Building Code Official that a specified structure is satisfactory code compliant for inhabitants to occupy and to be utilized as intended per the approval use. A C of O is required as a condition of a change in the use and occupancy of a space in accordance with IBC. Certificates of Occupancy are also required for all new construction, additions, alterations to existing structures, or for new tenant.

STEPS TO FOLLOW IN THE APPLICATION:

- ☐ Obtain all required final inspection approvals of structural, electrical, gas, civil, public works, plumbing, health, mechanical, and fire systems from all applicable SRPMIC, State of Arizona, and Federal Department Agencies.
- ☐ Please be advised that your project may require that you provide documentation of:
 - **PDF and CAD FILES OF AS BUILT PLANS SIGNED AND SEALED BY A REGISTERED PROFESSIONAL ENGINEER OR REGISTERED LAND SURVEYOR AS APPLICABLE TO BE EMAILED TO plan.submittal@srpmic-nsn.gov WITHIN 30 DAYS OF COMPLETION OF THE PROJECT**
 - **PDF and CAD FILE PRESENTING SUITES LAYOUT NUMBERING**
 - **SIGNED SPECIAL INSPECTION FORMS/ ELEVATOR/ BOILER/ EMERGENCY GENERATOR**
 - **HVAC SYSTEM TESTING**
 - **WATER SYSTEM STERILIZATION and BACKFLOW PREVENTION TESTING APPROVAL**
 - **WASTE WATER PROTECTION INSPECTION**
 - **SRPMIC HEALTH DEPARTMENT INSPECTIONS** **480-362-7910**
 - **SRPMIC PUBLIC WORKS DEPARTMENT ACCEPTANCE** **480-362-7910**
 - **SRPMIC FIRE DEPARTMENT INSPECTIONS** **480-362-7910**
 - **NFPA 13 & NFPA 72 FINAL COMPLETION FORMS TO BE PROVIDED TO FIRE MARSHAL**
 - **SRPMIC COMMUNITY DEVELOPMENT DEPARTMENTS INSPECTIONS** **480-362-7910**
 - **SRPMIC ENVIRONMENTAL RESOURCES DEPARTMENT APPROVAL** **480-362-7500**
 - **SRPMIC BUSINESS LICENSE VERIFICATION** **480-362-7649**
 - **SRPMIC ALCOHOL BOARD LICENSE VERIFICATION** **480-362-6896**
- ☐
 - **INDIAN HEALTH SERVICES APPROVAL** **602-364-5300**
 - **ARIZONA DEPARTMENT OF HEALTH SERVICES LICENSE APPROVAL** **602-364-2536**
- ☐ Allow 5 working days prior to the date of proposed occupancy to initiate the application process. Once the Certificate of Occupancy is approved, a copy will be emailed to the applicants.

All fees in conjunction with the permit must be paid including inspection fees to current billing period.