



## Certificate Guidelines

A **Certificate of Occupancy** is issued for all occupied commercial buildings and tenant improvements. This shows all work has been completed and the code requirements have been met. This allows the building or portion thereof to be open for business to the public.

A **Certificate of Completion** is issued for shell buildings and miscellaneous alterations. This shows all work has been completed and the code requirements have been met. The building or portion thereof *cannot* be occupied with a Certificate of Completion.

A **Temporary Certificate of Occupancy** is for commercial buildings and tenant improvements. This is available for stocking of merchandise, training of employees, and related uses as approved by the Building Official.

Prior to any certificate being issued all required disciplines will need to be approved. Field inspections are performed by Planning and Zoning, Engineering, Fire Safety, and Building Safety. A business license must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Surprise. For more information contact the Finance Department at 623-222-1856.

### **Public Works/Engineering (623-222-6150)**

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the entire infrastructure is complete. The Engineering inspectors will verify all infrastructure improvements from the right-of-way to the building. Infrastructure improvements include but are not limited to Improvements, Water, Sewer, Paving, Grading, Drainage, SWPPP, Signage and Striping, Fire Lines, etc.

Frequency: Multiple inspections required during construction

### **Fire Safety (623-222-3012)**

Notice Required: 24-Hour Notice

Inspection Type: Final C of O (760), Final C of C (762), or Temp C of O (761)

When: This inspection is required when all Fire requirements have been met. The Fire inspectors will verify fire extinguishers, fire lanes and access to building, fire flow for building, fire hydrants, fire alarm systems, fire protection systems, exiting systems, fire rated separations, premises address, Fire Department key safe, etc.

Frequency: Multiple inspections required during construction

### **Building Safety (623-222-3012)**

Notice Required: 24-Hour Notice (all inspections request must be called in for prior to 4:00 p.m.)

Inspection Type: Final C of O (690), Final C of C (693), or Temp C of O (689)

When: This inspection is required when all Building Safety requirements have been met. The Building Inspector will verify the foundation, under slab, diaphragms, masonry, walls and cover, above grid, electrical, plumbing, mechanical, etc.

Frequency: Multiple inspections required during construction

### **Planning/Zoning (623-222-3011)**

Notice Required: 48-Hour Notice

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This inspection is required when the project is complete. They will verify site plan compliance, landscape plan compliance, and architectural elevation plan compliance.

Frequency: One time at the end of completion; pending approval, other inspections may be required.

### **Public Works - Utilities (623-222-7000)**

Notice Required: 24-Hour Notice, if water provider is City of Surprise,  
7-Day Notice, if water provider is EPCOR

Inspection Type: Final C of O, Final C of C, or Temp C of O

When: This approval is obtained by phone or in person at the Water Services Department. The approval is requested after Engineering Inspectors have approved their portion of work. Water Services verifies there are no outstanding Development Fees and proper approvals were obtained. If, the water provider is EPCOR an email of their approval letter is required prior to Water Services being able to sign off.

### **Development Services (623-222-3000)**

When the final Fire and Building inspections have been scheduled, an electronic notification will be sent to Development Services staff to begin the administrative processing of the certificate. After final inspections have passed the certificate will be electronically sent to the contact.