DEVELOPMENT SERVICES DEPARTMENT

Building Safety Division

195 N. 145th Ave. Building D
Goodyear, AZ 85338
Phone: (623) 932-3004
Web site: www.goodyearaz.gov

CHANGE OF OCCUPANT PERMIT APPLICATION

Project Name:_____

Property Address:_____

Sq. Ft.: _____ Parcel #: _____ Ste#: _____

Project valuation: _____ City's valuation: _____

Construction Type: _____ Occupancy Classification: _____ Occupant Load: _____

Property Owner: _____

Address:_____

City:_____ State:_____ Zip:_____

Email: _____

Contact name for inspections: _____

Contact phone # for inspections: _____

Property Owner and Contact Person will be notified via email when comments/plans/permits are available for pickup.

Contact Person:_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:_____ Fax:_____

Email:_____

Signature of Owner/Owner's Representative:_____ Date:_____

ALL SUBMITTALS FOR THE ABOVE SHALL INCLUDE THE FOLLOWING:

☐ 1 completed Change of Occupant Permit Application

☐ Written narrative complete with description of new business, proposed use, proposed occupancy and proposed work (to be provided on the blank lines on the right hand side of this permit application)

☐ 2 copies of dimensioned floor plan for the space with the name and address of the business indicating the location of existing walls, doors and plumbing fixtures

FOR OFFICE USE ONLY:

I have verified that the proposed occupancy/construction type/occupant load match the existing. Therefore, this project does meet the criteria for a change of occupant permit.

_____ _____

Dev. Svcs. Tech. initials Date

This application is hereby made for permission to the following:

_____

_____

_____

_____

Fees:

☐ Plan Review Fee $35.00 **(required at the time the submittal is made)**

☐ Permit Fee $100.00

☐ Certificate of Occupancy Fee $25.00

☐ Revisions $100.00 per hour (the 1st hour is required at the time the submittal is made)

Date Filed: _____ Rcvd By: _____ Permit #: _____ Plan Review Fee Rcvd: _____