



Occupancy Guidelines & Inspection Requirements

Certificate of Occupancy (C of O)

Issued for all occupied commercial buildings and tenant improvements. This certificate confirms that all work has been completed and code requirements have been met. It allows the building or a portion thereof to be open for business to the public.

Temporary Certificate of Occupancy (Temp C of O)

Issued for occupied commercial buildings and tenant improvements where all work has been completed and code requirements have been met, with some exceptions (e.g., engineering as-built or non-life safety items pending approval from other departments). This certificate allows the building or a portion thereof to be open for business as approved by the Building Official.

Certificate of Completion (C of C)

Issued for shell buildings and miscellaneous alterations. This certificate confirms that all work has been completed and code requirements have been met. **The building or portion thereof cannot be occupied with a Certificate of Completion.**

Stock and Train

Applicable to commercial buildings and tenant improvements. This approval allows for the stocking of merchandise, employee training, and related uses as approved by the Building Official.

Pre-Certificate Requirements

Before any certificate is issued, all required disciplines must be approved. Field inspections are performed by:

- **Planning and Zoning**
- **Engineering**
- **Fire Safety**
- **Building Safety**
- **Business License**

A **business license** must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Buckeye. For more information, contact the **Business Licensing** at 623-349-6061 | licensing@buckeyeaz.gov .



DEVELOPMENT SERVICES

Inspection Requirements

Engineering

Contact: Your assigned Civil Inspector

- **Notice Required:** 48-hour notice
- **Inspection Type:** Engineering Final
- **When:** Required when the entire infrastructure is complete.
- **Scope:** Verifies improvements from the right-of-way to the building, including water, sewer, paving, grading, drainage, SWPPP, signage/stripping, fire lines, etc.
- **Frequency:** Multiple inspections required during construction

Fire Safety

Contact: Robert Taylor – (480) 318-8357 | Rtaylor@buckeyeaz.gov

- Notice Required: 24-hour notice
- Inspection Type: Final Alarm, Final Sprinklers, or Kitchen Hood Suppression Systems
- When: Required when all fire requirements have been met.
- Scope: Verifies extinguishers, fire lanes and access, fire flow, hydrants, fire alarm/protection systems, exiting, fire-rated separations, premises, and address.
- Frequency: Multiple inspections required during construction

Building Safety

Contact: Sal Castro – (623) 522-7152 | Scastro@buckeyeaz.gov

- **Pre-Final Meeting Request:** 30 days prior to completion
- **Notice Required:** 24-hour notice (requests must be made prior to 5:00 p.m.)
- **Inspection Type:** Final Building, Certificate of Occupancy (C of O), Certificate of Completion (C of C), Temporary Certificate of Occupancy (Temp C of O), or Stock and Train
- **When:** Required when all Building Safety requirements have been met and the scope of work on approved construction drawings is complete.
- **Frequency:** Multiple inspections required during construction



DEVELOPMENT SERVICES

Planning and Zoning

Contacts:

- Wendy Downing – Wdowning@buckeyeaz.gov / Adela Lopez – Alopez@buckeyeaz.gov
- **Notice Required:** 72-hour notice
- **Inspection Type:** Final Planning
- **When:** Required when the project is complete.
- **Scope:** Verifies compliance with site plan, landscape plan, and architectural elevations.
- **Frequency:** Generally one inspection at project completion (additional inspections may be required)

Development Services

Contact: (623) 349-6200

Once final inspections for Fire, Building, Engineering, and Planning have been scheduled and approved, Development Services staff will begin administrative processing. Certificates will be electronically issued to the project contact.