



## OCCUPANCY COMPLIANCE FORM

### Instructions

Information about building occupancy compliance can be found in the Building Safety Codes and Amendments adopted by the Town of Marana located online at <https://www.maranaaz.gov/building-safety-codes>.

- o Applicants can submit electronically by email. Please follow the Information resource on "[How to Submit Electronically](#)."
- o Submit the completed application along with all forms and attachments electronically by email to [permits@maranaAZ.gov](mailto:permits@maranaAZ.gov). If means to submit electronically are unavailable, applicants can submit in person using a print copy to:
  - Development Services
  - Marana Municipal Complex, Second Floor
  - 11555 W Civic Center Dr. Building A2
  - Marana, AZ 85653
- o The application and review status can be viewed through [Permit Tracker](#), our On-line Application & Information System, utilizing the permit search menu.
- o Notice of corrections or approval will be communicated via email to the applicant listed on the application.

### Payment

Fee information can be found online at [maranaAZ.gov/finance](http://maranaAZ.gov/finance). An invoice will be provided by email to the applicant for payment. Payment can be made in the form of credit card, cash or check payable to the Town of Marana.

- o Credit card over the phone, please call (520) 382-2600
- o In person or by mail, please send checks to:
  - Town of Marana, Cashiering
  - 11555 W Civic Center Dr. Building A2
  - Marana, AZ 85653

### Licensing Time Frame

Pursuant to and subject to A.R.S. § 9-836 (2019), the Town of Marana hereby establishes its licensing time frames, available [here](#).

### Contact Information

For questions about this form, please contact Angela Nelson by email at [permits@maranaAZ.gov](mailto:permits@maranaAZ.gov) or call (520) 382-2633.



## OCCUPANCY COMPLIANCE FORM

### INFORMATION & REQUIREMENTS

Business name to appear on the Certificate of Occupancy (must match business license):

Business description:

Reason:  Owner Change  Name Change  New Tenant  Other \_\_\_\_\_

Proposed occupancy use:

Prior occupancy use:

Are the utilities turned on:  Yes  No (If no, please have utilities turned on prior to inspections)

Estimated move-in date:

Estimated opening date:

List any work/improvements that have been or are being made to the space:

Submittal requirements:

- Completed permit application
- Town of Marana business license or receipt for application fee
- Location map – include the building footprint, parking and cross streets (2 sets)
- Floor plan
  - o Show layout and equipment if applicable
  - o Identify the use of each room
  - o Include dimensions for rooms, corridors, doors, exits, etc.

Required inspections:

- ✓ Northwest Fire District (520) 887-1010 x5051
  - ✓ Town of Marana Building (520) 382-2637
  - ✓ Pima County Health Department (520) 740-2760
- Inspection is required prior to Town Building inspection for restaurants

### APPLICANT AUTHORIZATION

By signing below, I hereby acknowledge that I have read the information provided online at [maranaaz.gov/arsnotice](http://maranaaz.gov/arsnotice) and certify that the information set forth in this application are true and correct to the best of my knowledge. I am either the owner of the property or I have been **authorized in writing** by the owner to file this application.

Applicant Name (PRINT)

Signature

Date

**FOR OFFICIAL USE ONLY**

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_