



TAYLOR BUILDING / ZONING DEPARTMENT

425 Papermill Rd. - P.O. Box 158

Taylor AZ. 85937

Phone (928) 536-7366

CHANGE OF OCCUPANCY

The Building Code classifies how a building is used into different categories or “occupancies”. Whenever the use of any part of a building changes from one occupancy classification to another as classified in the International Building Code, then a Change of Occupancy Permit is required.

For example, a change of occupancy is required to use a store building (an M occupancy) as a day care center (an E-3 occupancy) or to enlarge the seating in a restaurant from less than 50 (a B occupancy) to 50 or more (an A-3 occupancy). Ref. IBC Chapter 3 and section 110.1.

When the occupancy of a building is changed, the Building Code requires that the Building meet all current code requirements for that new use. That means that an old house (an R-3 occupancy) that is to be used as an office building must comply with the requirements for a new office building.

A “Change of Occupancy” applies to the use of a building only, and should not be confused with any process required by the Zoning Code to change the use of a property. Building occupancy classifications address the impact of the building on the occupants of the building, whereas zoning use classifications tend to focus on the impact of the use on the surrounding properties.

HOW DO I APPLY FOR A CHANGE OF OCCUPANCY PERMIT?

First you need to check with the planning department and the fire department to find out if your change is allowable and/or if your building will meet fire department requirements. There would be no use in pursuing a permit if the project would not be allowed anyway.

A Change of Occupancy Permit is a building permit. Three sets of building plans are required to process your permit. You may turn in your plans and pay the required plan check fees at the Development Services Center. At that time you will be assigned the case number that will be used to track your permit.

WHAT INFORMATION MUST BE SHOWN ON THE PLANS?

Building plans for a Change of Occupancy Permit shall be neatly drawn and to scale. The plans shall show existing conditions as well as any proposed changes. IBC section 106

Typical plans that would be required for a change of occupancy include:

1. A SITE PLAN to show the size of the building and its location in relation to the property lines and streets. The site plan must provide relative elevation dimensions to show grade changes on the lot. In addition, the site plan must show any other structures on the property, paved driveways and parking, and any landscaping. Please include a north arrow on the plan to show its orientation.

2. A FLOOR PLAN for each level. Floor plans must show overall building size and evidence that it will comply to IBC chapter 5 for allowable height and area. The proposed use of each room with the overall room dimensions. Window sizes, and how the windows open, should be noted. The size of exit doors, the direction of door swing, door hardware, steps at doors and any glass panels in doors should all be shown on the plans. Where there are stairways, both inside and outside the building, those stairs and their landings shall be shown on the plans. Restroom sizes and fixture quantities are important and should comply with the proposed use and ADA requirements. Any electrical changes shall be shown on plan. Mechanical unit sizes and outside air calculations should be provided. When electrical and/or plumbing, and/or mechanical changes are deemed significant or deficient a specific plan sheet may be required to show how code compliance is achieved. A change of occupancy resulting in any increase in demand of fossil fuel or electrical energy shall comply with the requirements of the International Energy Conservation code.



TAYLOR BUILDING / ZONING DEPARTMENT

425 Papermill Rd. - P.O. Box 158

Taylor AZ. 85937

Phone (928) 536-7366

CHANGE OF OCCUPANCY

WHAT CAN BE AFFECTED BY CHANGE OF OCCUPANCY?

The change of occupancy affects more than just the building. Changing the occupancy classification of a building can require changes to the parking requirements, and / or the traffic patterns on or around the site. If parking / traffic changes are made they can in turn affect the amount of impervious surfaces on the lot which in turn can affect the grading and drainage requirements of the site. It is very important to discuss the desired changes with the planning & zoning department, the engineering department and the building department so you can make an informed decision about your desired changes.