



City of Apache Junction

Division of Building Safety and Inspection

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Change of Use or Occupancy Checklist

Required information and plans:

___ Site plan-

- Show building or space location
- Show parking
- Show accessible route
- Provide address and suite number
- Current zoning, and
- Property owner's name and address

___ Architectural Plan

- Current/existing occupancy group and occupancy load
- Proposed occupancy and occupancy load
- Building construction type
- Fire sprinkler and fire alarm data
- Existing floor plan
- Proposed floor plan
- Identify exiting and minimum requirements- number, travel distance, exit signage, emergency lighting, locks and latching
- Show restrooms and current configuration
- If located in multiple tenant location identify adjacent uses

___ Other

There are 10 Occupancy Groups, with some having sub groups designated by numbers

1. Assembly "A"- subgroups 1-5 (a bar is an A-2)
2. Business "B"- typically offices, or someone offering services
3. Educational "E"- All schools through the 12th grade
4. Factory and Industrial "F"- F-1 is moderate hazard, F-2 is low hazard
5. High Hazard "H"- subgroups 1-5- places with high potential for explosion or fire
6. Institutional "I"- subgroups 1-4- places of restraint or where occupants can't easily self-evacuate (hospitals are I-2; prisons are I-4)
7. Mercantile "M"- any retail, convenience stores to big box
8. Residential "R"- subgroups 1-4 (Apartments are R-2)
9. Storage "S"- S-1 is moderate hazard, S-2 is low hazard (auto repair garages are S-2)
10. Utility and Miscellaneous "U"- carports, sheds, greenhouses, fences