



City of Flagstaff  
Building Safety & Code Compliance Section  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
[www.flagstaff.az.gov/494/Building-Safety](http://www.flagstaff.az.gov/494/Building-Safety)

## **Change of Occupancy and the Building Codes**

The International Building Code (IBC), adopted by the City of Flagstaff under Title 4 of the Flagstaff City Code, classifies all buildings and structures into use groups and occupancies. Through the balance of the code, occupancy classification is fundamental in the setting of features of construction; occupant safety requirements, especially building limitations; means of egress; fire protection systems; and interior finishes.

When a building changes occupancy classification, regardless of whether alterations are made to the building for the new use, a building permit is required to assess whether the building complies with the requirements set forth in the International Existing Building Code (IEBC) for the new occupancy per IBC and IEBC Section 105.1

To confirm your project is considered a Change of Occupancy and whether building permit is required to obtain a new Certificate of Occupancy, contact a Building Plan Reviewer using the Plan Reviewer of the Day schedule: <https://www.flagstaff.az.gov/DocumentCenter/View/62839/Plan-Reviewer-of-the-Day-Schedule?bidid=>