



# CERTIFICATE OF OCCUPANCY APPLICATION

## BUILDING INSPECTIONS

DATE RECEIVED \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

APPLICATION TYPE - check one

New Tenant

Name Change

Ownership Change

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS PHONE# \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS EMAIL# \_\_\_\_\_

SQ FOOTAGE OF OCCUPIED SPACE \_\_\_\_\_

# OF PARKING SPACES \_\_\_\_\_

IS BUILDING EQUIPPED WITH AN AUTOMATIC FIRE SPRINKLER SYSTEM?

YES \_\_\_\_\_

NO \_\_\_\_\_

WILL FOOD OR ALCOHOL BE SERVED AND/ OR BE SOLD FOR CONSUMPTION ON OR OFF PREMISES?

NO \_\_\_\_\_ YES (EXPLAIN) \_\_\_\_\_

DETAILED DESCRIPTION OF PROPOSED BUSINESS/ PROPERTY USE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TENANT INFORMATION

Name(s): \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City / ST / Zip \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name(s): \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City / ST / Zip \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\*Signing of this application does not authorize occupancy of the space and/or structure. If the premise is occupied before a Certificate of Occupancy is issued, the Owner/Applicant agrees that utilities will be disconnected without notice.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT NAME (Please Print): \_\_\_\_\_

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