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APPLICATION FOR A **CERTIFICATE OF OCCUPANCY**

Applicant Name: _____

BUSINESS INFORMATION:

Name/Description: _____ Square Footage: _____

Project Address: _____

Lot: _____ Block: _____ Subdivision: _____

Intended Use of Space: _____

Previous Use of Space _____

PROPERTY OWNER INFORMATION:

Owner Name (and/or Company Name): _____

Contact Address: _____

Contact Phone #: _____ Email: _____

TENANT INFORMATION:

Tenant Name (and/or Company Name): _____

Contact Address: _____

Contact Phone #: _____ Email: _____

FEES TO EXPECT:

\$60.00 Fire - Certificate of Occupancy plan review & FIRE inspection
\$60.00 City - Certificate of Occupancy plan review & BLDG inspection

PLAN REVIEW WILL CONSIST OF:

1. Building & Fire Plan Review to determine Occupancy Load & if additional fire safety systems needs to be in place prior to occupancy.
2. Planning review will be required to determine if proposed occupancy use is permitted within the properties zoning jurisdiction and if there are additional Site Development requirements that need to be met. Refer to Chapter 30, Exhibit A, Appendix E
"Zoning Use Regulations (CHARTS)"

AFTER PLAN REVIEW IS APPROVED:

A building safety inspection will be required prior to occupancy and business operations
A fire safety inspection will be required prior to occupancy and business operations

I hereby certify that I have read and examined this application and know the above information to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant's Signature

Date