

Received on/by:

Date, initials



**APPLICATION FOR A
CERTIFICATE OF OCCUPANCY**

Applicant Name: _____

PROJECT INFORMATION:

Name/Description: _____ Square Footage: _____

Project Address: _____

Lot: _____ Block: _____ Subdivision: _____

Intended Use of Space: _____

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: _____

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

All permits require final inspection.

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

Below for Office Use Only

Approved by: _____ Date Approved: _____

Permit Fee: _____ Issue Date: _____ Issued by: _____