



**APPLICATION FOR CERTIFICATE OF OCCUPANCY
FOR AN EXISTING OR NEW BUILDING**

\$120 APPLICATION FEE

Date Applied: _____

Business Name: _____

Business Address: _____

Business Phone: _____ **E-mail:** _____

Applicant Name: _____ **Applicant Phone #** _____

Applicant Address: _____

Property Owner: _____ **Owner's Phone #** _____

Property Owner's Address: _____

Building Information

Proposed Use: _____

Previous Use: _____

Are Construction/Modifications Proposed? Yes ____ No ____ if yes, submit plans for remodeling (building permits may also be required)

Number of existing parking spaces: _____ Gross Square Footage _____

Hazardous Material: Are flammable, combustible or other materials to be stored or used in processing at this facility? Yes ____ No ____ If yes, supply chemicals list by name and quantities.

Projected Date of Opening for Business: _____

Applicant Signature: _____

**ALL INSPECTIONS WILL BE MADE AT 10AM OR 2PM ON TUESDAYS & THURSDAYS
THE BUILDING MUST BE ACCESSIBLE FOR INSPECTIONS AT THE TIME SCHEDULED AND THE REPRESENTATIVE MUST BE PRESENT**

***** INSPECTIONS WILL BE REQUIRED BY THE FOLLOWING DEPARTMENTS *****

Building: _____

Electrical: _____

Plumbing: _____

Fire Marshall: _____

Backflow: _____

USE CATEGORY OF BUILDING: _____ CONSTRUCTION TYPE: _____

OCCUPANCY LOAD: _____ SPRINKLED: _____

THIS APPLICATION IS FILED IN CONJUNCTION WITH BUILDING PERMIT # _____

THIS APPLICATION IS: APPROVED _____ DENIED _____

BUILDING OFFICIAL'S SIGNATURE: _____