

CERTIFICATE OF OCCUPANCY APPLICATION FORM

Updated: October, 2019

Permit # _____



CONTACT INFORMATION

Applicant's Name		Phone Number	
Applicant's Mailing Address		Email Address	

PROPERTY INFORMATION

Business Name: _____ Name of Business Owner: _____

Business Address: _____

Shared Building or Lot? Yes No Number of Off Street Parking Spaces Provided: _____

List Hazardous Materials on site: _____

Please provide a detailed description of the proposed business, including Intended Use: _____

Name and Phone Number of Building Owner: _____

DESCRIPTION OF REQUEST

Inspection Date Requested: _____

Inspection Time Preference: _____

AUTHORIZATION

I understand that if any of the information provided is incorrect the certificate may be revoked.

Filing Fee Single Tenant Space \$31 Technology Fee \$13 **TOTAL FEE \$44**

Filing Fee Entire Building \$31 per unit Technology Fee \$13 **MAXIMUM FEE \$170**

Applicant's Signature: _____ Date: _____

Printed Name: _____