

# Business Occupancy Process

Business Name:

Nature of Business:

Business Contact Phone: Email:

Emergency Contact and Phone:

Tax ID #

Building Square footage:

Former Business at this address:

Do you:

*Please choose from dropdown menu*

Is the power on in the building:

*If not, a separate permit may be required for reconnection*

*Please choose from dropdown menu*

## Property Owners

Name:

Address:

Phone:

Emergency Phone:

***Building or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. All life safety requirements shall be in compliance before a building or space may be occupied.***

The following items must be submitted with your application for occupancy:

- 1). Letter of explanation stating scope of business operation, hours of operation, number of employees, etc.
- 2). Scaled floor plan for all occupied areas under tenant control.
- 3). Location and number of assigned parking spaces.
- 4) \$45.00 fee

THIS IS NOT A PERMIT TO OCCUPY THE BUILDING. Call for an on-site inspection after review and issuance. Occupancy inspections are conducted by appointment Monday through Friday 9:00 a.m - 12:00 p.m or 1:00 p.m. - 4:00 p.m. Minimum 24 hour notice is required for an inspection. If any defects are noted at the on-site inspection, a re-inspection can be scheduled an occupancy approval may be granted after corrections. A second inspection may be required to confirm compliance with safety issues. Occupancy will be issued at final and approval of all permits. The Certificate of Occupancy will be sent electronically or via the postal service to the contractor, owner or tenant as preferred.