

# CERTIFICATE OF OCCUPANCY APPLICATION FORM

Updated: October, 2018

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 \$30    Technology Fee \$12    **TOTAL FEE \$42**

Filing Fee Entire Building \$30 per unit    Technology Fee \$12    **MAXIMUM FEE \$170**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_