



Application for Certificate of Occupancy

Certificate # \_\_\_\_\_  
(Office use only)

Business Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_ Zip: \_\_\_\_\_

What will the occupied space be used for: (Please be specific) \_\_\_\_\_

Total Occupied area (Sq. Ft.) \_\_\_\_\_ Fire Sprinklers \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_

Is this business new to the above location? \_\_\_\_ Yes \_\_\_\_ No

If No, How long has Business been at this location? \_\_\_\_\_

If Yes, a parking plan must be provided with the application. Is parking plan attached? \_\_\_\_ Yes \_\_\_\_ No

Is this a previously occupied structure? \_\_\_\_ Yes \_\_\_\_ No

Is this a change in occupancy? \_\_\_\_ Yes \_\_\_\_ No

Check all that apply below:

- Food Products
- Day Care
- Explosives/Ammunition
- Health Hazards
- Spray Painting
- Welding or Open Flame
- Outdoor Vehicle Service
- Poisonous or Hazardous Chemicals/Acids
- Flammable or combustible Liquids (10 Gallons or more ONLY)
- Outdoor Storage or Display
- Semi Conductor
- Compressed Gases (LPG., Etc.)
- Dust Producing Equipment
- Fireworks
- Reclaiming Waste Materials

\_\_\_\_ Any storage over 12 ft. high inside building? Total sq. ft. \_\_\_\_\_

\_\_\_\_ Any storage over 15 ft. high inside building? Total sq. ft. \_\_\_\_\_

Lease Agreement verified by \_\_\_\_\_ Date \_\_\_\_\_

**Notice to Applicant:** Any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked. Signature of occupant or occupant's agent constitutes approval for City employees to enter the property for necessary inspections.

Contact Person/Position \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Occupant or Occupant's Agent

Certificate of Occupancy picked up by \_\_\_\_\_ Date \_\_\_\_\_