



Certificate of Occupancy Application

Application Fee of \$75.00 due upon submission. An additional fee per floor charged for multi-story buildings; Electric power and a site plan is required before inspections will be scheduled;
****Additional separate Fire Marshal and Health Department fees apply****

Project Information	
Proposed Business Name: _____	Proposed Business Use: _____
Project Address: _____	
Total Parking Spaces: _____	Legal Description: _____
Total Occupancy of Building: _____	Sq. Ft.: _____ Zoning District: _____

Owner Information	
Company Name: _____	Contact Person: _____
Street Address: _____	
Email: _____	
Phone: _____	Fax: _____ Mobile: _____

Tenant Information	
Company Name: _____	Contact Person: _____
Street Address: _____	
Email: _____	
Phone: _____	Fax: _____ Mobile: _____

Does your business involve the storage, sale or use of the following? (Check all that apply)

- | | | | |
|---|---|---|------------------------------------|
| ☐ Painting with flammables | ☐ Dry Cleaning Solvents | ☐ Flammable/combustible liquids (10 gallons or more) | ☐ Alcohol |
| ☐ Combustible Fibers | ☐ Dust producing process | ☐ Floor drains in building | ☐ Smoking |
| ☐ Cellulose Nitrate Film | ☐ Explosives/Ammunition | ☐ Food and/or beverage processing, storage or sales | ☐ Fireworks |
| ☐ Compressed Gas | ☐ Recycling Waste | ☐ Food products | |
| ☐ Liquid Propane Gas | ☐ Magnesium | ☐ High piled stock (over 12' in height) | |
| ☐ Vehicle Repair Garage | ☐ Vehicles in Building | ☐ Poisonous or hazardous chemicals/acids | |
| ☐ Welding or Cutting | ☐ Woodworking | ☐ X-ray Development | |

****Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials. ** List any material discharged into the drainage system, ground, or atmosphere: _____**

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized **is not commenced within 180 days**, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. **The inspections listed below are required. The requestor must call each department separately to schedule applicable required inspections.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____

Date: _____

Building Official	Approved By	Date	Comments
Fire Department			
Health Department (as req'd)			
Application Approved: _____			Date Issued: _____
Certificate of Occupancy Verified by Planning Director: _____			Date Signed: _____