



**2024 APPLICATION FOR CERTIFICATE OF OCCUPANCY**

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

**FEE: \$250.00**

Property Address: \_\_\_\_\_

Building will remain unoccupied & application is to maintain utilities for maintenance of building integrity only. (no fee will be assessed. This is offered to property owners only)

Name of proposed New Business: \_\_\_\_\_

Business Occupancy Type or Description: \_\_\_\_\_

Former/ previous occupant Business Type or Description: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Relation to Business: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Property Owner/Contact: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Current Building Area: \_\_\_\_\_ Sq. Ft.

Existing Striped Parking Spaces: \_\_\_\_\_ Spaces to be Added: \_\_\_\_\_

This application is in conjunction with a building permit application at this address.

---

**ZONING APPROVAL** \_\_\_\_\_ Date: \_\_\_\_\_

Zoning \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Other Actions Required: \_\_\_\_\_

---

**\*Any electrical, mechanical, plumbing, gas, or construction activities to structure will require additional permits.**