



**APPLICATION FOR CERTIFICATE OF OCCUPANCY OR CHANGE OF OCCUPANCY**

Application Date: \_\_\_\_\_ **FEE: \$25.00**  
Name of New Business: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Prior Occupant Type at Address Above: \_\_\_\_\_  
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: \_\_\_\_\_

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**ZONING APPROVAL** \_\_\_\_\_ Date: \_\_\_\_\_  
Zoning \_\_\_\_\_ Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Other Actions Required: \_\_\_\_\_

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**FIRE DEPARTMENT APPROVAL:** \_\_\_\_\_ Date: \_\_\_\_\_  
Other Actions Required: \_\_\_\_\_

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**BUILDING DEPARTMENT APPROVAL:** \_\_\_\_\_ Date: \_\_\_\_\_  
Other Actions Required: \_\_\_\_\_

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