



## CERTIFICATE OF OCCUPANCY APPLICATION

**This application requires a key to the location at time of submittal.**

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

Address of Property: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

Applicant's Complete Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Property Owner's Complete Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Occupancy (Circle one):

Change of Occupant/Owner    New Construction    Clean and Show    Change of name

Present/Previous use of Property: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Square footage of Building: \_\_\_\_\_ Number of Parking Spaces Currently On-site: \_\_\_\_\_

Outside Storage/Display?    YES    NO    Manufacturing?    YES    NO

Food Sales/Service?    YES    NO    Hazardous Chemicals?    YES    NO

Is the electric service currently active?    YES    NO

### NOTICE TO APPLICANT:

Occupancy or use of this building prior to receipt of a Certificate of Occupancy, or use of this property and building in a manner that violates the City's Code of Ordinances, will be grounds for immediate termination of utility service.

I understand the ordinances governing the business activity described in this application, and agree to comply with all provisions of the City ordinances, State laws, and all property restrictions, whether herein specified or not. I hereby grant permission to enter the premises and make all necessary inspections. I also understand that other departments of the city may require additional repairs and/or modifications to the building which must be satisfied before a Certificate of Occupancy will be issued.

***The owner or tenant is responsible for contacting the water, electric, gas, telephone, sanitation service, and cable TV providers, regarding deposits, turn-on requirements, etc.***

**X**

\_\_\_\_\_  
(Owner or Authorized Agent)