



**CERTIFICATE OF OCCUPANCY
APPLICATION**

Date _____

Name of Business _____ Tax Map Number _____

Type of Business _____ Square Footage of space _____

Property Address _____

<u>Business Owner Information</u>
Name _____
Address _____ _____
Contact Number _____
Email _____

<u>Property Owner Information</u>
Name _____
Address _____ _____
Contact Number _____
Email _____

Permit for Proposed Work (*Check the scope of work that best describes the activities*):

- New Business
 Change of Address (Relocating within the city limits)
 Owner Change

Expected Opening Date _____
For Inspections Contact _____ Number _____
Email _____

Please provide two (2) local contacts and phone numbers in the event of an emergency after hours:

- 1) Name: _____ Cell/Phone# _____
 Key Holder Y _____ N _____
- 2) Name: _____ Cell/Phone# _____
 Key Holder Y _____ N _____

(SEE REVERSE)

PLEASE NOTE:

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.

This is your APPLICATION (not your permit to occupy) and it must be approved by all departments in order to occupy your space. If you are planning renovations, you must inform the Building Inspections Department and possibly arrange permits.

NOTE: A re-inspection of \$50.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame.

Applicant Signature _____

OFFICE USE ONLY

Permit Number _____

Type of Occupancy _____

Type of Construction _____

Occupant Load _____

Automatic Sprinkler Required Yes No

Automatic Sprinkler Yes No

Special Notes _____

Date _____

Inspector _____