



Certificate of Occupancy Application

Project Information
Name/Description:
Project Address:
Lot: Block: Subdivision:
INTENDED USE OF SPACE:
Total Occupancy of Building: Zoning District:

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

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

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, 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, 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.

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:

Approved By Date Comments

Table with 3 columns: Department (Building, PW, Fire, Health), Approved By, Date, Comments

Issued By: Date Issued: