



TENANT OCCUPANCY CHANGE

A Tenant Occupancy Change Inspection will need to be conducted to insure the proposed business meets all building and fire safety codes and meets all requirements of current zoning. The Inspectors may discover code violations that will need to be corrected. You May be required to submit plans and obtain a building permit to correct some violations. Any new tenant that moves into a commercial space or takes over a commercial business is required to obtain a Certificate of Occupancy and or Business License. Certificate of Occupancy and Business License will not be issued until code requirements are meet.

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|--|-----------------|-----------------------|-----------------|
| Property Address | | Suite# | |
| City | Zip Code | Zoning | |
| Prior Business Name at Above Address | | | |
| Proposed Business Name | | | |
| Proposed Business Type: Assembly__ Ambulatory Health__ Business/Office__ College__ Daycare__ Education__ Hospital__ Industrial__ Institution__ Mercantile/Retail__ Nursing Home__ Personal Care__ Storage__ | | | |
| Business Owners Name | | Business Phone | |
| Email | | Cell Phone | |
| Address | City | State | Zip Code |
| Property Owners Name | | Phone | |
| Address | City | State | Zip Code |

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that any changes to the structure, exits, signage, miscellaneous plumbing, electrical connections, equipment or HVAC system requires a commercial permit and/or plan review with associated inspections and fees. This application is only valid for change in tenant where there are no changes in the type of occupancy or use of the building or areas within the building.

I _____ attest, to the best of my knowledge, all of the above information is true.

(Business Owners Signature)

Date: _____

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| F.M.O. Approved__ Rejected__ By _____ Date: _____ Comments: _____ _____ |
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