

PURPOSE OF A CHANGE OF OCCUPANCY PERMIT

A Change of Occupancy permit application provides the City with some basic information that can be used to determine whether any further review is necessary. Without a baseline of information, it can be difficult to assess whether new activity located in the city complies with adopted regulations. Information collected from these applications also supplies data to inform our Economic Development efforts. This free permitting process is a one-stop review with the Development Department, unless it is determined that a more extensive review process is necessary.

APPLICANT INFORMATION	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Billing Contact
Company Name:		
Contact Person First Last Name:		
Mailing Address:		
Phone Number:	Email:	
OWNER INFORMATION		
Name:		
Mailing Address:		
Phone Number:	Email:	

PROJECT LOCATION	Address Assignment Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Street Address:	Parcel ID Number:		
Zoning District:	Current Use:		

ACTIVE CODE COMPLIANCE CASE		
Is there an active code compliance case on this site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: Is this application related to the code violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

HISTORICAL RESOURCE INFORMATION		
Does the project contain a designated historic resource or is it located within a designated historic district?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROJECT INFORMATION - Attach additional page(s) if necessary.	
<i>Describe the changes taking place – new ownership? different products being sold? any new construction?</i>	
Estimated Project Cost:	
Start Date:	End Date:

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided in this application accurate to the fullest extent of their knowledge.	
_____	_____
Applicant Name	Date
_____	_____
Applicant Signature	Title