

Planning



Department

CERTIFICATE OF OCCUPANCY APPLICATION

No building may be occupied until the owner/occupant of that building has obtained a Certificate of Occupancy, which may only be obtained after passing inspection by the building inspector and the fire inspector. All necessary licenses and permits must be obtained by the owner/occupant before a Certificate of Occupancy can be issued. If the owner of the address changes, or if the owner of the business occupying that address changes, then a new Certificate of Occupancy must be obtained. If the ownership stays the same, but the owner wishes to add or change a land use, then the owner must obtain a new Certificate of Occupancy. The only exception to any of these regulations is for single-family homes, whereas a new Certificate of Occupancy is not required to replace an existing one when a single-family home comes under new ownership. Please note that the Planning Department may withhold a Certificate of Occupancy for a building on a parcel which is found to be noncompliant with any site plan or city ordinance.

Address of Building to be Occupied: _____

Subdivision Name: _____ Lot Number: _____

Parcel Number: _____ Is any part of this parcel in Flood Zone AE? _____

Is any part of this building in Flood Zone AE? _____

Proposed Use (As Listed in Use Chart): _____

Current Zone: _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

If this Certificate of Occupancy request is for a single-family home that does not contain a business and is only intended to be a residence, then skip the question below. The name of the business below should match the name on the business license.

Name of Business: _____

Reason for Requesting a New Certificate of Occupancy:

- Change of Ownership of Parcel
- Change of Ownership of Business at Address
- Change of Land Use Under Same Ownership
- New Building or Suite Never Occupied Before
- Business Operating in Single-Family Home
- New Single-Family Home Never Occupied Before

Application Fee: \$100

FOR OFFICE USE ONLY

Payment Type: Cash Check Card

Amount Paid: _____

Date: _____