

Planning



Department

CERTIFICATE OF OCCUPANCY APPLICATION

No building may be occupied until the owner of that building has obtained a Certificate of Occupancy, which may only be obtained after passing inspection by building inspector and fire inspector. All necessary licenses and permits must be obtained before the Certificate of Occupancy can be issued.

Address of Building to be Occupied: _____

Name of Property Owner or Property Manager: _____

Phone Number of Property Owner or Property Manager: _____

Email of Property Owner or Property Manager: _____

Name of Business (If Applicable): _____

Application Fee: \$ 100

FOR OFFICE USE ONLY

Payment Type: Cash Check Card

Amount Paid: _____

Date: _____