



**Application For A
Revised Certificate of Occupancy**
Public Works Department
Building Division
200 Old Annetta Road

Please **PRINT** all information as it should appear on the permanent Change of Occupancy Card, which will be posted at the place of business. If you are performing any work that requires a building permit, (other than signage), this form is not needed. A new Certificate of Occupancy will be issued when your building permit final is approved. A building permit is required to do anything other than the following:

☐ **New Owner of Existing Business**

OR

☐ **New Business Existing Leased Space**

1. New Owner of Building
2. No work requiring a Building Permit
3. No new signage

1. Same type of Business (example: office to office)
2. Using existing square footage of previous business
3. New signage is being installed (*sign permit required*)

Building Total Square Footage

Business: Square Footage

Street Address of Business

Today's Date

Type/Use Business

Name of Business

Name of Building Owner: _____

Building Owner's Telephone #: _____

Mailing Address of Building Owner (Street, City, State and Zip Code):

Name of Tenant: _____

Tenant's Telephone #: _____

Mailing Address of Tenant (Street, City, State and Zip Code):

Anticipated Date of Move-in
(Month/Day)

Date: _____
Applicant Signature
Applicant's Email _____

OFFICE USE BELOW THIS LINE

Health Inspector Date

Use Classification Type of Construction

Number of Stories: _____

Building Inspector Date

Occupant Load: _____

Fire Marshal Date

Fire Sprinkler: ☐ Yes ☐ No

Remarks/Special Stipulations: _____

Zoning: _____ ☐ Approved by: _____ ☐ Sign Permit ☐ Building Permit Required