

DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division



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CHANGE OF OCCUPANT PERMIT APPLICATION

<p>Project Name: _____</p> <p>Property Address: _____</p> <p>Sq. Ft.: _____ Parcel #: _____ Ste#: _____</p> <p>Construction Type: _____ Occupancy Classification: _____ Occupant Load: _____</p> <p>Property Owner: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____</p> <p>Contact name for inspections: _____</p> <p>Contact phone # for inspections: _____</p> <p style="text-align: center; margin-top: 20px;">Property Owner and Contact Person will be notified via email when comments/plans/permits are available for pickup.</p>	<p>Contact Person: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>By signing below, I certify that there will not be any building, plumbing, electrical, or mechanical modifications made to this tenant space and/or building.</p> <p>_____</p> <p>Printed Name & Title</p> <p>Signature: _____ Date: _____</p>
<p>ALL SUBMITTALS FOR THE ABOVE SHALL INCLUDE THE FOLLOWING:</p> <p><input type="checkbox"/> 1 completed Change of Occupant Permit Application</p> <p><input type="checkbox"/> Written narrative complete with description of new business, proposed use, proposed occupancy and proposed work <u>(to be provided on the blank lines on the right hand side of this permit application)</u></p> <p><input type="checkbox"/> 2 copies of dimensioned floor plan for the space with the name and address of the business indicating the location of existing walls, doors and plumbing fixtures</p>	<p>Written narrative describing new business, proposed use, proposed occupancy, and proposed work is as follows:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>FOR OFFICE USE ONLY:</p>	<p>Fees:</p> <p><input type="checkbox"/> Plan Review Fee \$35.00 (required at the time the submittal is made)</p> <p><input type="checkbox"/> Permit Fee \$100.00</p> <p><input type="checkbox"/> Certificate of Occupancy Fee \$25.00</p> <p><input type="checkbox"/> Revisions \$100.00 per hour (the 1st hour is required at the time the submittal is made)</p>
<p>I have verified that the proposed occupancy/construction type/occupant load match the existing. Therefore, this project does meet the criteria for a change of occupant permit.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Dev. Svcs. Tech. initials Date</p>	

Date Filed: _____ Revd By: _____ Permit #: _____ Plan Review Fee Rcvd: _____