



## Certificate of Occupancy Permit Application

Tenant Business Name: \_\_\_\_\_

Tenant Business Address (include suite/floor):  
\_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

PROPOSED Type of Business (description of activity):  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_

Proposed Number of Employees: \_\_\_\_\_ Number of Vehicle Parking Spaces: \_\_\_\_\_

**U&O will not be processed without the attached completed Certificate of Occupancy Sign-Off Sheet**

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(copy of signed lease must be attached)

Zoning Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Final Inspection: \_\_\_\_\_ Commercial Inspector: \_\_\_\_\_