



COMMERCIAL USE & OCCUPANCY PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT (PLEASE PRINT)

Requested By: _____ Date _____

Business Name _____

Business Owner _____

Business Address _____

Business Owner Contact _____

Type of Business _____

Property Owner _____

Owners Address _____

Contact Phone _____

Fire Alarm System: Y/N _____ Sprinkler System: Y/N _____

Gross Square Footage _____

Residential Daycare Y/N _____ Commercial Group Daycare Y/N _____

() Occupancy Permit () Temp Occupancy Permit ___ Days () "AS IS" Occupancy Permit*

Note that repairs must be made prior to occupying the structure

Office Use Only

UCC Use Group _____ Occupant Load _____

Construction Type _____ Sprinkler Type _____

Occupancy Type _____ Hazard Class _____

Notes _____

Building Code Official _____ Date _____

USE & OCCUPANCY PERMIT FEE SCHEDULE

1. Use and Occupancy permits are required for each building or occupancy in a building.
2. A reinspection fee may be charged for additional inspections.
3. All Commercial buildings shall be required to conspicuously post a valid Use and Occupancy permit.
4. Residential shall be defined as R-3 and R-4 uses under the International Building Code.
5. Multi-Family shall be defined as R-1 and R-2 uses under the International Building Code.

SINGLE FAMILY OR DUPLEX USE & OCCUPANCY PERMIT

Change of Ownership or Occupancy Fee \$100.00

ANNUAL MULTI FAMILY DWELLING USE & OCCUPANCY PERMIT

Annual Use & Occupancy Fee \$150.00 (first 3 units) each additional unit \$30.00

SINGLE ROOM OCCUPANCY FACILITIES PERMIT

Annual Use & Occupancy Fee \$100.00 (first 3 rooms) each additional room \$15.00

ANNUAL COMMERCIAL USE & OCCUPANCY PERMIT / CHANGE IN COMMERCIAL USE & OCCUPANCY

Annual Use & Occupancy Permit (1000 square feet or less) \$100.00

Annual Use & Occupancy Permit (1001 – 3000 square feet) \$300.00

Annual Use & Occupancy Permit (3001 square feet or more) \$600.00

Change of Ownership or Occupancy (1000 square feet or less) \$100.00

Change of Ownership or Occupancy (1001 – 3000 square feet) \$300.00

Change of Ownership or Occupancy (3001 square feet or more) \$600.00