NON-RESIDENTIAL CHANGE OF USE & OCCUPANCY PERMIT

To be used for ANY change of use or owner/tenant

Applicant/Landowner/Property Information:

Applicant Name* _____

**If applicant is other than the legal or equitable owner of the property, evidence of authorization to act on behalf of the property owner(s), and/or agreement of sale must be attached.*

Applicant mailing address: _____

Applicant phone: _____ (area code) Fax: _____

Applicant e-mail address: _____

Property location address: _____

Tax Parcel Number: 080- _____ -0-0000
Example: 080-00000-0-0000

Zoning District: ☐ Agricultural ☐ Light Industrial ☐ Suburban Residential ☐ Conservation ☐ Rural Residential

Property size: _____ acres

Property Owner's Name (if different): _____

Property Owner's Mailing address (if different): _____

Outgoing and/or Current Occupant Information:

Name of outgoing and/or current occupant: _____

Phone: _____

E-Mail address: _____

Existing Site Improvements:

Total Buildings (sq. ft): _____ Other existing impervious coverage (sq. ft.): _____

Total existing impervious (sq. ft.): _____

Sewer service: ☐ Public ☐ Septic ☐ Sand Mound ☐ Cesspool ☐ Holding Tank

Water: ☐ Public ☐ Well

Is sewer or water service shared with another property or use? ☐ Yes ☐ No

Existing Use Information

Existing approved building code use group*: _____

**Must provide copy of prior U&O Certificate showing use classification OR L&I Certification of building code use group OR prior approved building design drawings showing the building code use group.*

Description of existing use(s) on the property (including area in SF of usage):

Average number of employees (on average workday): _____

Average number of visits by the public (on average workday):_____

Existing number of parking spaces: _____ Existing number of loading spaces: _____

Existing signage: (size/ location): _____

Are there additional uses/occupants on the property beyond the one being applied for? Yes No

*If yes, clearly indicate existing building / use information requested for all uses to remain on the property.

Proposed Use Information

Proposed building code use group*: _____

**Please note that any change in the building code use group for the prior to proposed use OR inability to provide documentation of prior building code use group may require a commercial building permit application with signed/sealed plans to show compliance with the proposed use group regulations to be submitted, as determined by the municipality's Building Code Official (BCO).*

Description of proposed new use(s) on the property:

Proposed Days and Hours of operation: _____

Proposed number of employees (on average workday): _____

Proposed average number of visits by the public (on average workday): _____

The building I will use is: ☐ New ☐ Existing

The building is / will be: _____sq. ft.

Describe any building modifications / site changes proposed:

Will materials be stored outside? ☐ Yes ☐ No

If yes, storage area will occupy:_____sq. ft. (If yes, indicate the area on the attached site plan and its corresponding screening - fences / trees / shrubs.)

Proposed number of parking spaces: _____ Please show parking on the attached site plan.

Is parking expansion planned? ☐ Yes ☐ No If yes, how many sq. ft.?:_____

Including building and additional parking / driveway, there will be: _____ sq. ft. of *new* impervious.

I ☐ will ☐ will not have a sign for this business**.

***Proposed improvements (renovations, new buildings, parking modifications, signs, etc.) require separate building permits from the municipality and potentially other additional approvals from the municipality and/or other agencies.*

A letter of acknowledgement for the change of use from the Sewage Enforcement Officer (on-lot systems) / Sewer Authority (public sewer)is: ☐ attached ☐ pending***

****The acknowledgement letter must be presented to the municipality prior to this permit's issuance.*

Please attach a site plan showing:

- all existing buildings on-site with their current / proposed uses identified and dimensions of the buildings themselves and distances to lot lines
- any proposed new buildings / additions
- parking / loading spaces with dimensions and a total number of spaces
- location of dumpster / trash disposal areas with dimensions to lot lines / screening description
- outdoor storage (if applicable) and corresponding screening, including dimensions to lot lines

By my signature on this application, I agree to conform to all requirements of the Zoning Ordinance and regulations of applicable governmental agencies and authorize the Zoning Officer to inspect the use as necessary. I further certify that all information provided on this application is true and correct. If any information is found to be false or incorrect the permit will become null and void.

Applicant's Signature: _____ Date: _____

Issued by: _____ Permit Number: _____ Date: _____

Click here to save application to your device.
NOTE: If the button does not save to your device, save the application manually by SHIFT+CNTRL+S ☐