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<b>TENANT OCCUPANCY CHANGE</b>					
PROJECT	A Tenant Occupancy Change permit will ensure that the proposed business meets all building and fire safety codes and meets all requirements of the current zoning. Any new tenant that moves into a commercial space or takes over a commercial business is required to obtain a Certificate of Occupancy. A Business License will not be issued without a Certificate of Occupancy.				
	<b>Property Address</b>		Suite#		
	City	Zip Code	Zoning	NAICS CODE	
	Proposed Business name		Previous Business Type		
	<b>Full Description of Business activity</b>				
CONTACT INFORMATION	<b>Business Owner Name</b> (please print)		Phone #		
	Email				
	Address		City		Zip
	<b>Property Owner Name</b>			Business Phone #	
	Address				
	City		State		Zip
AUTHORIZED SIGNATURES	I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. I UNDERSTAND THAT ANY CHANGES TO THE STRUCTURE, SIGNAGE, MISCELLANEOUS PLUMBING, ELECTRICAL CONNECTIONS, EQUIPMENT OR HVAC SYSTEM REQUIRES A COMMERCIAL PERMIT AND /OR PLAN REVIEW WITH ASSOCIATED INSPECTIONS AND FEES. THIS PERMIT IS ONLY VALID FOR A CHANGE IN TENANT WHERE THERE IS NO CHANGES IN THE NATURE OF OCCUPANY OR USE OF THE BUIDLING OR AREAS WITHIN THE BUILDING.				
	_____				
	NAME OF BUSINESS OWNER OR APPLICANT				
	SIGNATURE _____		DATE _____		
This ____ day of _____, 20 ____.					
SEAL					
_____					
(Notary Public – Please notarize with official seal)					