



Commercial Tenant Use and/or
Commercial Occupancy Permit Application

Address to be occupied: _____

Company Name: _____ Company Phone #: _____

Company Address: _____
Street City State, Zip

Applicant Name: _____ Applicant Phone #: _____
Applicant Email: _____

Applicant Address: _____
Street City State, Zip

Owner of Building: _____ Owner Phone #: _____

Owner Address: _____
Street City State, Zip

Proposed Use: _____

Sq. feet of space to # of parking spaces Total spaces
be used by business: _____ allocated for this business: _____ in parking lot: _____

All sections of the application must be completed and submitted to the City with the following:

- 1. A detailed description of the business
2. A floor layout of the building or space leased
3. Elevation drawings with the dimensions of all proposed signage (A separate application will be required for all signs.)

A representative from the company must be present at all Planning & Zoning and Board of Aldermen meetings. The applicant will be contacted for scheduling of initial and final inspections.

(Office Use Only)

Table with 3 columns: Clerk, Building Commissioner Zoning Administrator, Board of Aldermen (if required). Rows include Received, Fee Paid, and checkboxes for Copy of Application forwarded to City Clerk, Type of Construction, and Denied.

Building Commissioner & Zoning Administrator

Date