

OCCUPANCY PERMIT APPLICATION

Request for Certificate of Occupancy

LOCATION ADDRESS: _____ SUITE #: _____

FEES: Commercial \$103 (base \$100 + 3% state assessment fee)

Residential \$75.75 (base \$75 + 1% state assessment fee)

OCCUPANCY TYPE:

New Tenant Change of Owner Name Change Only Request for Residential Occupancy

PROPERTY OWNER /AGENT: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Contact Person: _____

Email: _____

PROPOSED TENANT (*Commercial Only*): _____

Address of Occupancy Request: _____ Suite Number: _____

Phone: _____ Contact Person: _____

Email: _____

Tax Identification No. (Company/Corporation/Business): _____

**Required for issuance of Certificate of Occupancy*

CLEARLY DEFINE, IN DETAIL, THE OPERATION OF THE BUSINESS, USE GROUP, CLASSIFICATION:

Proposed Date of Occupancy: _____

Current Beachwood Business: YES NO

Square Footage of Unit: _____

Number Years in Business: _____

No person shall occupy a structure before obtaining the required occupancy permit from the Building Commissioner. An inspection shall be performed at the above address and be approved, before the occupancy permit is issued (BCO Chapter 1313. Ordinance No. 1973-24).

Signature of Tenant _____ Date _____

Print Signature _____

*In Case of EMERGENCY Contact: _____ Phone: _____

