

## APPLICATION FOR OCCUPANCY PERMIT

In accordance with Ordinance No. 1973-24, the undersigned agrees to cooperate with the Building Department, in arranging for entry at \_\_\_\_\_, for the purpose of making an occupancy inspection. Failure to cooperate shall be grounds for refusal of an occupancy permit. **This application must be filled out completely.**

The undersigned further agrees to the following:

1. Conditions, surroundings, and arrangements, to be maintained in accordance with all Ordinances and requirements of the Beachwood Fire department.
2. Complete plans and construction details must be filed on all projects for any change of owner, occupancy, and remodeling.
3. **Submit application with \$50.00 filing fee.**

**BUILDING OWNER / AGENT:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPOSED TENANT:** \_\_\_\_\_

Address of Occupancy Request \_\_\_\_\_ Suite Number \_\_\_\_\_

Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Proposed Date of Occupancy \_\_\_\_\_ Number of Occupants \_\_\_\_\_

**Check below indicating reason for occupancy application**

New Construction [  ]    Change of Owner [  ]    Alteration [  ]    New Tenant [  ]    Name Change Only [  ]

**\*\*Company/Corporation/Business Tax Identification Number** \_\_\_\_\_

*(Required for issuance of Occupancy Permit)*

**CLEARLY DEFINE, IN DETAIL, THE OPERATION OF THE BUSINESS, USE GROUP, CLASSIFICATION, ETC; ATTACH SEPARATE DOCUMENT IF NECESSARY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Print Signature \_\_\_\_\_

\*In Case of EMERGENCY Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

