



## Certificate of Occupancy Application

Application#: \_\_\_\_\_

**To the Code Official and Zoning Administrator: As requested by the Zoning Ordinance, application is hereby made for a Certificate of Occupancy (CO) as follows:**

Property Address \_\_\_\_\_ Zone \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address of Owner \_\_\_\_\_

Phone# \_\_\_\_\_ FAX# \_\_\_\_\_ Email: \_\_\_\_\_

Trade Name of Business \_\_\_\_\_

Mailing Address of Business \_\_\_\_\_

Last Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Construction Type \_\_\_\_\_

SF of Area \_\_\_\_\_ #Rooms \_\_\_\_\_ Max# Occupants \_\_\_\_\_ #Rooms for Occupants \_\_\_\_\_

Number of Off-Street Parking: # Required \_\_\_\_\_ # Provided \_\_\_\_\_

Signs to be erected, re-lettered or replaced: YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, a sign permit application is required along with the CO.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date