



TENANT OCCUPANCY PERMIT

(please complete if your business is moving into existing tenant space within City limits)

PROPERTY INFORMATION

Address: _____ City: _____

State: _____ Zip: _____ APN(parcel number): _____

APPLICANT INFORMATION

Name(s): _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Cell: _____

Fax: _____ E-Mail _____

OWNER INFORMATION (IF SAME AS APPLICANT LEAVE BLANK)

Name(s): _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Cell: _____

Fax: _____ E-Mail _____

STRUCTURE INFORMATION

Is the property currently occupied? Yes No What floor/story is the tenant space on? _____

Is there a fire sprinkler system? Yes No Is there a fire alarm system? Yes No

PREVIOUS TENANT INFORMATION

Business Name: _____

Type of Business: _____

NEW TENANT INFORMATION

Business Name: _____

Type of Business: _____

Address: _____ Suite Number: _____

Type of Use: Office Space Retail Sales Restaurant Office/Warehouse Factory Other

NEW TENANT INFORMATION (CONTINUED)

Provide a description of the proposed use of tenant space:

Will there be remodeling? Yes (minor only) No

This application is to be used by any new tenant to obtain a Certificate of Occupancy for a previously occupied space, when no work, or only cosmetic minor work is to be done prior to occupancy. Only minor work is allowed under this permit. Allowed work includes: replacing or installing floor finish, interior paint or wallpaper, installation of display counters and shelving eight feet high or less. Electrical, plumbing, framing and mechanical work require a separate permit. Modifications to existing fire sprinkler or alarm systems require separate permits.

REQUIRED SUBMITTAL DOCUMENTS

- 2 copies of the Floor Plan to scale on 11"x17" paper (minimum size)
- If tenant provides food storage or a food-related service, approval is needed by Yavapai County Department of Health
- Receipt or proof of City of Cottonwood Business License (i.e. current license number)

REQUIRED INSPECTIONS

- Any code deficiencies identified during the inspections must be corrected before a permanent Certificate of Occupancy can be issued. If approved by Fire & Building inspectors, a Temporary Occupancy may be issued to allow occupancy while non-life safety issues are being corrected. A Temporary Occupancy is issued for a period of 30 days.
- At a minimum, the following inspections are needed:
 - Fire Final Inspection
 - Building Inspection (Life/Safety)
- If there are other related trades permits, inspection for these are also required.

I hereby certify that the information in this application is complete and accurate; and that I am the applicant of the bona fide agent of same as state above. I understand that the temporary occupancy does not relieve me as the owner/tenant from meeting all the occupancy requirements.

Signature: _____

Date: _____

Please Print Name: _____

OFFICE USE ONLY

Department Approvals	Approved	Denied	Date	Staff Initials	Comments
Planning and Zoning					
Building Safety					
Fire Department					