



"Inspiring a Vibrant Community"

TENANT OCCUPANCY PERMIT APPLICATION

NEW TENANT INFORMATION

Business Name: _____

Type of Business: _____

Address: _____ Suite Number: _____ B

Type of Use: Office Space Retail Sales Restaurant Warehouse Factory

Other: *Rngcug"Urgekh{+aa

APPLICANT INFORMATION

Name(s): _____ B B B B

Address: _____ City: _____ B B B B

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

Fax: _____ E-Mail _____ B B B B

PROPERTY OWNER INFORMATION (IF SAME AS APPLICANT LEAVE BLANK)

Name(s): _____ B B B

Address: _____ City: _____ B B B

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

Fax: _____ E-Mail _____ B B B B

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: _____

Provide a description of the proposed use of space:

Will there be remodeling? Yes (minor only) No

The purpose of this application is for a new tenant to obtain a Certificate of Occupancy for a previously occupied space, if no work, or only minor cosmetic work, will be done prior to occupancy. Allowed work includes: replacing or installing floor finish, interior paint or wallpaper, installation of display counters and shelving (eight feet high or less). Modifications to existing fire sprinkler or alarm systems will require a separate permit. Any electrical, plumbing, framing or mechanical work will require a separate permit.

REQUIRED DOCUMENTS:

- If applicable a Food Service Operating License from the Yavapai County Department of Health.

REQUIRED DOCUMENTS UPON REQUEST:

- Receipt or proof of a City of Cottonwood Business License (i.e. current license number)
- 2 Copies of the floor plan to scale on 11"X17" paper (minimum size)

REQUIRED INSPECTIONS:

- Any code deficiencies identified during an inspection 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 threatening safety issues are being corrected. A Temporary Occupancy will expire 30 days after issuance.
- The following inspections are required:
 - Fire Final Inspection
 - Building Inspection (Life/Safety)
- Inspections will be required for any other related permits.

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

Signature: _____

Date: _____

Please Print Name: _____

OFFICE USE ONLY

Department Approvals	Approved	Denied	Date	Staff Initials	Comments
Planning and Zoning					