

Commercial Change in Tenant Use & Occupancy Application

1. Applicant Information:

Tenant Name: _____

Site Address: _____ Bldg/Suite #: _____

Phone Number: _____ Email: _____

Description of Business Operation: _____

Number of Employees: _____ Size of Tenant Space: _____

Previous Tenant Name: (if Known) _____

Is the space being altered or renovated for proposed tenant: Yes No

Are cubicles being installed or erected: Yes No

2. Property Owner Information:

Owner Name: _____

Phone: _____ Email: _____

3. Signatures:

Applicant: _____ Date: _____

Date Issued: _____	Permit Number: _____
Fee: \$150 _____	Approved By: _____