

\*\*\*\*\***COMMERCIAL OCCUPANCY PERMIT CHECKLIST**\*\*\*\*\*

LOCATION:\_\_\_\_\_UNIT:\_\_\_\_\_MAP:\_\_\_\_\_LOT:\_\_\_\_\_

BUSINESS NAME:\_\_\_\_\_APPLICANT NAME:\_\_\_\_\_

Any permit to occupy a commercial building requires the following:

1. Final Building Inspection ☐
2. Final Electrical Inspection ☐
3. Final Plumbing Inspection ☐
4. Fire Department Inspection ☐

Fire Protection

Automated Sprinkler System Provided: YES -or- NO

Automated Sprinkler System Required: YES -or- NO

*The following information must accompany this form or be on file at the Planning Department:*

☐ A COPY OF THE BUILDING PERMIT INCLUDING ALL SIGNATURES/DATES OF INSPECTIONS

Printed name of Occupant:\_\_\_\_\_Phone#\_\_\_\_\_

Signature of Occupant:\_\_\_\_\_Date:\_\_\_\_\_

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**OFFICE USE ONLY**

Building Permit #\_\_\_\_\_

Final Inspection Approved By: \_\_\_\_\_Date: \_\_\_\_\_

Electrical Permit #\_\_\_\_\_

Final Inspection Approved By: \_\_\_\_\_Date: \_\_\_\_\_

Plumbing Permit #\_\_\_\_\_

Final Inspection Approved By: \_\_\_\_\_Date: \_\_\_\_\_

Fire Department Final Inspection By: \_\_\_\_\_Date: \_\_\_\_\_

**Planning Director Approval:** \_\_\_\_\_**Date:** \_\_\_\_\_