

Instructions for Application for Certificate of Zoning Compliance

Check the appropriate box for the type of permit you are applying for.

GENERAL: Fill in this area if you are applying for a zoning permit or an occupancy permit.

1. Briefly describe your project.
2. Date you are applying; person who is applying for the permit.
3. Address of person who is applying for permit.
4. Address of property where work is being performed.
5. Telephone numbers of person applying for permit.
6. Residential – single family home; Multi-Family – duplex, apartment building; Commercial – business use.
7. What is the land or building currently being used as.
8. Owner of land or building, if different than the person applying for permit
9. Address of the owner of the land or building, if different than the person applying for permit.
10. If applying for an occupancy permit, first day that building is being occupied; if applying for an occupancy permit, first day that the utility service will begin.

CONSTRUCTION: Fill in this area if you are doing any construction, such as an addition, fence, shed, new home.

1. Building – dimension of building; Lot Size – dimensions of land; Living Space – actual square feet of the living area of the addition, or new home; Estimated Project Cost – what the cost is to do the work.
2. If you are attaching anything to the application, please note in this area.
3. If you are hiring someone else to perform the work, list the contractor name, address and telephone number.
4. When you will start the work; when you will finish the work.
5. Sketch the project in the space provided. Include current structures, land, and new, proposed construction.

BUSINESS OR COMMERCIAL USE: Fill in this section if you are a business, if the proposed project is for commercial use, or if you are applying for a certificate of occupancy.

1. Name of company doing business.
2. What type of business. For example, retail, bank, dog grooming.
3. Address of business.
4. Telephone number of business; fax number of business; email, if applicable.
5. Name of owner or manager of business.
6. Will there be any material on site that requires a Material Safety Data Sheet. If yes, attach a list of these materials.
7. List each alarm system that will be used at the business facility.
8. Per the Environmental Protection Agency, does your business require a sanitary pre-treatment.
9. Any air pollutants expected.
10. How many parking spaces does your facility have; how many vehicles are used for business use.
11. How many employees do you have for each shift
12. What is your annual payroll; will you be using any tax incentives.
13. List three people for after hour contacts, include telephone numbers.

Please remember to sign and date the application.