



# CERTIFICATE OF OCCUPANCY APPLICATION

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Name of Business/Tenant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Property Owner or Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Select all that apply:    RETAIL                  CHURCH                  FOOD SERVICE                  INSTITUTIONAL                  MANUFACTURING  
                                 OFFICE                  SCHOOL                  PERSONAL SERVICE                  OTHER: \_\_\_\_\_

Provide written description of business (What you do, products you handle, manufacture, store, sell, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST (Check one):

New Tenant	Change of Name	Change of Owner	Clean & Show
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Total Area (sq. ft.) of premises: \_\_\_\_\_

Office Use (sq. ft.): \_\_\_\_\_

#1 Emergency Contact Name: \_\_\_\_\_

Phone Nos. Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

#2 Emergency Contact Name: \_\_\_\_\_

Phone Nos. Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Application is hereby made to occupy the premises as listed above according to the ordinances and codes of the Town of Westlake. I understand it is a violation to occupy without a Certificate of Occupancy issued by the Building Official.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_