



CERTIFICATE OF OCCUPANCY APPLICATION

Permit #: _____ Date: _____

Property Address: _____ Suite: _____

Name of Business: _____ Telephone: _____

Business Owner's or Manager'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: _____