



**APPLICATION FOR A CHANGE OF OCCUPANCY PERMIT
PLANNING & DEVELOPMENT DEPARTMENT**

**City of Westerville
64 East Walnut Street
Westerville, OH 43081-2308
(614) 901-6650 Phone (614) 901-6666 Fax**

GENERAL INFORMATION *ALL INFORMATION IS TO BE FILLED OUT TO START THE PERMIT PROCESS*

DATE: _____ PERMIT # _____ PARCEL # _____

NEW BUSINESS ADDRESS _____

Business Name _____ Phone # _____ County _____ ZIP _____

PREVIOUS ADDRESS _____

APPLICANT _____ Phone No. _____

Address, City, State, Zip _____

PROPERTY OWNER _____ Phone No. _____

Address, City, State, Zip _____

BUILDING INFORMATION Gross Square Footage _____

Name and Description of Proposed Business

Name and Description of Previous Business

BUILDING USE GROUP CLASSIFICATION

- Assembly A Business Educational Factory/Industrial F High Hazard H
- Institutional I Mercantile Residential R Storage S Utility

Stories Above Grade _____ Stories Below Grade _____

Does the Building Have A Fire Suppression System (yes) _____ (no) _____

Does the Building Have A Fire Alarm System (yes) _____ (no) _____

Will the Proposed Business Be Installing A New Sign? (yes) _____ (no) _____

Will the Proposed Business Be Modifying An Existing Sign? (yes) _____ (no) _____

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Westerville, Ohio. Please remember that your company is responsible for coordinating and scheduling the required inspections on these permits.

Signature _____ **Date** _____ **Phone No.** _____

Name (printed) _____