



CHANGE OF OCCUPANCY APPLICATION Commercial, Industrial, and Institutional

Township Staff Only:

Permit # _____

Submission Date: _____

Received by: _____

Submission requirements/Checklist:

This form is required for change in use, ownership, and/or occupancy.

- Provide one (1) copy of this completed application.
- \$200 fee required at time of application (check or cash only).

1. PROPERTY INFORMATION

Parcel Site/Site Address: _____

Tax Parcel ID # _____ Lot # _____ Subdivision _____

Owner: _____ Phone: _____

Owner Address (if different): _____

Owner Email: _____

Occupant Name: _____ Phone: _____

Occupant Email: _____

Contact Person (if different): _____ Phone: _____

Contact Person Email: _____

Type of Use: _____ # of Employees: _____

Purpose of Certificate: Change in Use New Occupant Change in Occupancy

Occupant Signature _____ Date: _____

2. DESCRIPTION OF USE (attach documents, if needed)



3. SKETCH LOCATION *(attach documents, if needed)*

TOWNSHIP USE ONLY BELOW THIS LINE

Building Code Official Signature _____

Building Code Official Name Printed _____

Date Issued (mm/dd/yyyy) _____

Zoning Official Signature _____

Zoning Official Name Printed _____

Date Issued (mm/dd/yyyy) _____

Fee Received: Check # _____ Date: _____

Township Signature: _____