

BUSINESS OCCUPANCY INFORMATION SHEET

(How to proceed for new Business Occupancies.)

1. Complete the *blue Business Registration Form* for the Income Tax Department and the *tan application form for the Building Department*. Provide as much detail as to your business practice as possible. (*Be sure to state the former use of the space.*)
2. Take the *blue Business Registration Form* to the Income Tax Department located in the Finance Department. They will certify the information and give you a signed sheet to return to the Building Department.
3. A *\$40.00 fee* for the Business Occupancy Permit can now be paid at the Building Department.
4. After payment, a *Business Maintenance Inspection appointment* must be arranged at the Inspection Office (counter next to Building Department).
5. The Maintenance Inspector will go to the building at the assigned time and inspect for normal maintenance items such as (missing outlet covers, holes in walls, electrical, plumbing and heating problems, etc.).
6. You and/or your landlord will be sent the list of violations and will be responsible to make the repairs. *Minor violations must be repaired within 90 days, serious violations, immediately.*
7. *You must arrange for a final reinspection.* If all items are complete at that time, the Building Commissioner will review your application. A Business Occupancy Permit will be issued if all required violations are approved. (Any new work or construction such as walls, plumbing, electrical, heating, fire suppression, or change of use will require Architectural Plans and approval for a permit.)
8. Business Occupancy permits are required to be renewed each year (due on December 1 of each year). A renewal application will be mailed to you in the beginning of November.

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