



PLANNING & CODES

REQUEST FOR OCCUPANCY CODE COMPLIANCE INSPECTION

<input type="checkbox"/> RESIDENTIAL \$50.00 FEE	<input type="checkbox"/> NON-RESIDENTIAL \$100.00 FEE	HISTORIC DOWNTOWN DISTRICT <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL
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Date: _____ Address of Structure: _____

Applicant Name: _____ Phone #: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Existing Use of Structure(s)(if known): _____

How long has the structure been vacant (if known): _____

Proposed Use: Residential OR Non-Residential

If Residential, what type: Single-Family Duplex Multi-Family Manufactured Home Mobile Home

If Non-Residential, provide a detailed description of the proposed business and business name:

Name of Business: _____

Detailed Description of Proposed Business: _____

PROPERTY OWNER'S CONSENT FOR INSPECTION:

I, _____ (print) owner of the property described above consent to allow City staff to enter and perform an Occupancy Code Compliance Inspection at the above location. The General Purpose and Intent of an Occupancy Code Compliance is to review the condition of the existing facility for the placement of a new occupancy for the owner and/or tenant. Staff will check for compliance with applicable zoning and development standards. Staff will also check for life safety issues and other items that require repair or need to be brought up to code before the new owner and/or tenant can occupy the structure. The owner and/or tenant may request a meeting to discuss the items identified by City staff if needed.

Signature of Owner: _____ **Date:** _____

<u>FOR OFFICE USE ONLY</u>	
Application Number: _____	Waste Water Survey Number: _____
Zoning: _____	SUP/Variance: _____
Planning Reviewer assigned for Inspection: _____	
Schedule Inspection: <input type="checkbox"/> Yes <input type="checkbox"/> No	