



Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

## ***Application for Commercial Certificate of Occupancy***

- 1) Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
Fax \_\_\_\_\_ (Email) \_\_\_\_\_
- 2) Name of Applicant's Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
Fax \_\_\_\_\_ (Email) \_\_\_\_\_
- 3) Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
Fax \_\_\_\_\_ (Email) \_\_\_\_\_
- 4) Address/Location of Property \_\_\_\_\_
- 5) Zoning District \_\_\_\_\_
- 6) Proposed use of structure & total square footage \_\_\_\_\_
- 7) Square Footage of all structures located on the property:  
1<sup>st</sup> Floor: \_\_\_\_\_ sq. ft.; 2<sup>nd</sup> Floor: \_\_\_\_\_ sq. ft.; 3<sup>rd</sup> Floor: \_\_\_\_\_ sq. ft.  
Basement: \_\_\_\_\_ sq. ft.; Other: \_\_\_\_\_ sq. ft.  
**Total: \_\_\_\_\_ square footage**
- 8) Existing use(s) of all structures on the property with total square footage for each use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 9) Attach a scaled site plan showing the location of all buildings, parking areas and ingress/egress points to the property. If multiple uses occur on the property the applicant will need to include the locations of the uses within the structures.
- 10) Attach a copy of Licking County Building Department final approvals (if the structure has been renovated or is new construction).
- 11) Attach approval of Licking County Health Department, if not served by public water and/or sewer.

**I certify that I have read and understand the above information and that I have answered the questions completely and truthfully to the best of my knowledge. I also understand it is ultimately my responsibility to insure the finished project or occupancy of the structure is in compliance with all zoning regulations. I give the Village the authority to inspect my property in the review of this application and for compliance with the permit following approval.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

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**(To be completed by the Planning & Development Department)**

Date of Final Inspection \_\_\_\_\_

Certificate of Occupancy Issuance Date \_\_\_\_\_

Conditions \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
Director of Planning & Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date