



Village of Webster

Building Department

Change of Use Application

Project Address: _____ Tax ID# _____

Applicant: _____

Phone: _____ Email: _____

Address: _____

Property Information:

Present Owner: _____ Inspection Date: _____

Present Zoning: _____

Present Use: _____

Description of Proposed Use *(to include equipment and/or alterations)*

Description of proposed signage: _____

Date of proposed opening: _____

Required Documentation: Site Plan or Survey Map showing the following:

- Building Configuration
- Location of business
- Parking
- Driveway Access
- Adjacent Owners
- Utilities

Approval:

Conditions: _____

Building Inspector: _____ Date: _____

Fire Marshal: _____ Date: _____

Owner: _____ Date: _____

Applicant: _____ Date: _____

***Note:** Applicant is responsible for contacting the Building Inspector to schedule a preliminary and final inspection for Certificate of Occupancy.