

CITY OF SHELTON

CHANGE OF OWNERSHIP, USE OR TENANT IMPROVEMENT APPLICATION

ADDRESS	
BUSINESS NAME	
PROPOSED BUSINESS TYPE	
OWNER(S) NAME OWNER(S) ADDRESS OWNER(S) PHONE OWNER(S) EMAIL	
DATE BUSINESS STARTED OR IS SCHEDULED/ANTICIPATED TO START	

Proposed business is a Group _____ Occupancy (see below) * Previous business was a Group _____ Occupancy

The International Building Code (IBC) classifies all buildings by type of "occupancy" or use. There are many classifications, but they all fall into ten general categories:

A – Assembly(bar, restaurant, church) **B** – Business(office) **E** – Educational **F** - Factory and Industrial
H – Hazardous **I** – Institutional **M** – Mercantile(grocery, retail) **R** – Residential
S – Storage **U** - Utility

YES	NO	#1 Is this business a change of use (business type) from the previous tenant? If yes , a completed Commercial Building Permit Application is required for a new Certificate of Occupancy.
YES	NO	#2 Has any building remodeling been done, or is any planned when opening this business? If yes , a completed Commercial Building Permit Application is required .
YES	NO	#3 Has any Plumbing work been done, or is any planned? If yes , a completed Commercial Plumbing Permit application is required.
YES	NO	#4 Has any Mechanical work been done or is any planned? If yes , a Commercial Mechanical Permit is required.

- **If all answers are NO, a Certificate of Occupancy inspection is required to be scheduled by the owner or owner's representative. This safety inspection is to ensure the use/structure meets minimum fire and life safety standards.** If not in complete compliance during the initial inspection the applicant may qualify for **Conditional Occupancy** (Refer to the Conditional Occupancy Bulletin). A copy of the permit submittal shall be routed to the Planning Department, Public Works & Utilities and the Fire Marshal. Other requirements may be identified by these departments.
- **Change of Ownership ONLY:**
 Minimum requirements for obtaining a Certificate of Occupancy for a Change of Ownership.
 Please reference the 2015 I Codes and the City of Shelton Municipal Codes as they pertain.
 The following Plans must be drawn to scale and must be of sufficient clarity to indicate the location, nature, and extent of the work proposed.
 1. Note on Plans the tenant uses to either side of the proposed space to be occupied.
 2. Floor Plan that includes the following information:
 - An as-built floor plan and the proposed floor plan, if different. Provide dimensioned and scaled plans to include room(s) with names and use including furniture/appliances, location of all exits and door hardware.