



APPLICATION FOR OCCUPANCY PERMIT AND INSPECTION

APPLICATION DATE: _____

INSPECTION DATE: _____ TIME: _____

BUILDING SQ FT: _____

FEE: _____

(\$200.00 BASE + \$20.00 per 5000 sq. ft. + \$50.00/hr. Fire Dept Fee)

LOCATION: _____

CIRCLE BUSINESS TYPE: OFFICE / RETAIL / INDUSTRIAL / OTHER: _____

TYPE OF OCCUPANCY: DIRECT SALE / LEASE / LAND CONTRACT / OTHER: _____

BUILDING USE GROUP: _____ CONSTRUCTION TYPE: _____ SPRINKLERS: Y N

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE #: _____ EMAIL: _____

BLDG OWNER'S NAME: _____

BLDG OWNER'S ADDRESS: _____

BLDG OWNER'S PHONE # _____ EMAIL: _____

DBA: _____

OCCUPANT'S ADDRESS: _____

OCCUPANT'S PHONE #: _____ EMAIL: _____

OCCUPANT'S WEBSITE: _____

OCCUPANT / TENANT FED. ID# / SS #: _____

**EMERGENCY PHONE # ** _____

NUMBER OF EMPLOYEES: _____

PROPOSED DATE OF OCCUPANCY: _____

TYPE OF OPERATION: _____

OPERATION DETAIL / REMARKS: _____

THE BEDFORD HEIGHTS BUILDING DEPARTMENT PERFORMS A PROPERTY MAINTENANCE INSPECTION PER TITLE NINE OF THE BEDFORD HEIGHTS CODIFIED ORDINANCES TO ENSURE THAT MINIMUM LIFE SAFETY, HEALTH, AND FIRE STANDARDS ARE MET. THIS INSPECTION IS NOT A COMPLETE ASSESSMENT OF THE ENTIRE BUILDING OR ITS MECHANICAL SYSTEMS.

***NO STRUCTURE SHALL BE OCCUPIED BEFORE A CERTIFICATE OF OCCUPANCY
HAS BEEN ISSUED BY THE BEDFORD HEIGHTS BUILDING DEPARTMENT***

OWNER/OPERATOR

DATE

INSPECTOR

DATE