



## CHANGE OF TENANT ONLY SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

This application must be approved, and a Zoning Certificate issued prior to the submittal of building permits to obtain a Certificate of Occupancy. The issuance of a Zoning Certificate confirms that the proposed use as described below is legally permitted to be established at this location.

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDED WITH NO STAPLES.**

Applicant Use      STAFF USE

- A completed Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double-sided application will not be accepted.

PRIOR BUSINESS USE INFORMATION	
Name of prior business located within the building or tenant space. If proposing to occupy more than one tenant space, list the prior business of each space proposing to be occupied:	
Description of the prior uses within the building or tenant space. If proposing to occupy more than one tenant space, list the prior use of each space proposing to be occupied:	
PROJECT SPECIFICS	
Please provide a complete description of the project scope:	





- That I need to obtain design review approval for all changes, alterations, or additions to any signage.
- That I need to obtain permits and approval for any fences and/or walls.
- That I cannot submit for building permits until a Zoning Certificate has been issued by the Planning and Zoning Department.
- That I cannot occupy the building until a Certificate of Occupancy has been issued by the Building Department.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature

\_\_\_\_\_  
Date