

Application for Certificate of Occupancy/Change of Use

*Fee: \$50.00

office use only: _____ date: _____
Group: _____ Type: _____
Sign appl (separate appl/fee): _____

1) Name of Applicant: _____ Phone: _____

Building Site Address: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

2) Contractor/Agent: _____ Phone: _____

Address: _____ City: _____ ST: _____ Zip: _____

3) Owner of Property/Structure: _____ Phone: _____

Address: _____ City: _____ ST: _____ Zip: _____

4) Legal Description: Subdivision: _____ Block: _____ Lot: _____

5) What is the lot size? _____ Acres or Square Feet

6) In which zoning district is the property? _____

7) Type of Business Proposed: _____

8) Previous Business/Use Located in Structure: _____

9) Total Square Footage: _____ 10) Number of Stories _____

11) Type of Construction (Structural & Exterior Walls): _____

12) Attach two (2) detailed site plans for the project that shows all of the following:

- a. Scale: The preferred scale is 1 inch to 20 feet.
- b. North Arrow.
- c. Lot boundaries with dimensions noted.
- d. Location of all existing and proposed roads and driveways.
- e. Interior floor plan including all rooms, halls, doorways with dimensions noted.
- f. Show distance of all existing and proposed structures to property boundaries (property pins must be evident or a survey retracement completed).
- g. Letter each existing structure and identify below:
A. _____ B. _____
C. _____ D. _____
- h. Number each proposed structure and identify below:
1. _____ 2. _____
3. _____ 4. _____

13) I, _____, Hereby depose and say that all of the above statements and the statements contained in the documents hereto attached are true and correct to the best of my knowledge and belief. Furthermore, I hereby grant permission to the members of the Polson Building Department, Fire Department, or their designated agents to enter onto the subject property for the purpose of evaluating this application and any construction which has or will occur as a result of this application.

Landowner Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

*Incomplete or erroneous applications will be returned to the applicant.

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