



New Tenant/Occupancy Permit Application

Date _____

Name of Business _____
Business Address _____ Unit/Space _____
Phone _____ Email _____
Building Owner/Agent _____

Contract: Rent _____ Own _____ Lease ownership: Corp _____ LLC _____ Indiv _____

Nature of business _____
Mixed use: (check all that apply) Retail _____ Office _____ Restaurant _____

New business _____ Change of ownership _____ New location _____
If this is a change of location, please list previous business address _____
If this is a change of ownership, please list previous owner _____
What type of sign will be installed _____

All signs require a permit.

Is the power on in the building/space _____
Inspection cannot be performed until power is on in building/space

If this is a new business, the business license application must be submitted at the same time as the new tenant/occupancy permit application.

Please list two residential, local names and phone/cell phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours:

1. Name _____ Phone _____
2. Name _____ Phone _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. All life safety requirements are required to be in compliance before a building or space may be occupied.

The cost of this permit is \$40.00, check made payable to The City of Travelers Rest

NOTE: A re-inspection fee of \$40.00 will be charged for additional trips made to the building not being open for inspection or as a result of required work not being completed within time frame.

Print name _____ Signed _____