

New Tenant/Occupancy Permit Application

Date _____

Name of Business _____

Emergency Contact _____ P: _____ Email: _____

New business Change of ownership New location

Business Address _____

Building Owner/Agent _____

Phone _____ Email _____

Nature of business _____ Square Footage _____

Contract: Rent Own Lease Ownership: Corp LLC INDIV

Mixed use (check all that apply) Retail Office Restaurant Other _____

Is this a change of use YES NO If yes, list previous owner _____

What type of sign will be installed _____

Note: All signs require a permit and zoning review.

Is the power on in the building/space? YES NO

Note: Inspection cannot be performed until power is on in building/space

Will the building/space require any modifications and/or construction? YES NO

Note: If yes, please provide brief description of modifications and/or construction

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 the building or space. All life safety requirements must be in compliance before a building or space may be occupied.

*** Application Fee \$40 due upon submission**

*** A Business License application must be submitted with this application for NEW businesses.**

*** Please submit the completed application with floor plan showing location of electrical breaker panel, fire exits, and fire extinguishers to: permits@TravelersRestSC.com.**

By signing this application, I certify that I am an authorized agent for the company and that all information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this application will be null and void.

Print name _____ Signed _____