

**BUILDING FINAL/CERTIFICATE OF OCCUPANCY APPLICATION**

RETURN THIS COMPLETED FORM TO THE BUILDING INSPECTION DIVISION PRIOR TO REQUESTING YOUR BUILDING FINAL OR CERTIFICATE OF OCCUPANCY. DO NOT LEAVE ANY FIELDS BLANK. COMPLETED FORMS MAY BE MAILED OR HAND DELIVERED.

Building Permit Application No.: \_\_\_\_\_

Business/Shopping Center Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**\*\*\*\* YOU MUST PROVIDE A LEGIBLE COPY OF THE OWNER'S DRIVERS LICENSE. \*\*\*\*  
(IF A CORPORATION, INCLUDE A COPY OF THE PRESIDENT, C.E.O., OR OTHER RESPONSIBLE OFFICER'S DRIVERS LICENSE).\*\*\*\***

Owner of Business: \_\_\_\_\_

Owner's Work Phone No.: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Home Phone No.: \_\_\_\_\_

Owner's Cell Phone No.: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact No.: \_\_\_\_\_