



# Change of Occupancy/Use Application:

Permit #: \_\_\_\_\_

A business license cannot be issued until a  
Change of Occupancy has been approved.

Fee: **\$100.00 includes COO**

Receipt#: \_\_\_\_\_

Permits are not valid until payment is received.

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FEES WILL DOUBLE IF BUSINESS IS  
STARTED BEFORE PERMIT IS APPROVED**

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Property Information</b>	<b>Site Address:</b>	
	<b>Parcel #/s:</b>	<b>Gross SF of Building:</b>
	<b># of stories</b>	Above Ground
		Below Ground
	<b>Water Source</b>	
	City of Tontitown <input type="checkbox"/>	Washington Water Authority <input type="checkbox"/>
	Well <input type="checkbox"/>	Other:
	<b>Sewage Treatment</b>	
	City of Tontitown <input type="checkbox"/>	Septic <input type="checkbox"/>
	<b>Current landscaped buffer installed:</b>	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>Parking</b>	
	Current # of parking spaces	Current # of handicapped parking spaces
	Any proposed changes to parking? Describe:	
	<b>Current Zoning</b>	<b>Acreage</b>
<b>Previous Use</b>		
<b>Requested Use</b>		

<b>Property Owner Information</b>	<b>Name:</b>	<b>Phone #:</b>
	<b>Mailing Address:</b>	<b>Email:</b>
	<p>I hereby certify that I am aware of the provisions of laws and ordinances governing this type of work and my property. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that if I, or my tenant, violate any part of the ordinances, I may receive fines for each violation. I hereby certify that said premises will not be occupied until an Occupancy/Use Permit has been obtained. I certify that I am authorized to grant, and do grant, permission to the representatives of the City of Tontitown to enter on the property described in this application for the purpose of inspections.</p>	
	<b>Owner Signature:</b>	<b>Date:</b>

<b>Business Information</b>	Business Name:		Phone #:	
	Business Owner:		Phone #:	
	Mailing Address:		Email:	
	Additional Contact:		Phone #:	
			Email:	
	Ownership Type:	<input type="checkbox"/> Corporation	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Company (LLC)
		<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Limited Partnership
	Business Type:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Home Occupation
	Business Description:			
	Proposed Occupant Load:		Occupancy Classification	
	# of Employees	# of Shifts	Est. # of customers per day	Hours of Operation
	Business Located In:	<input type="checkbox"/> Existing free-standing building	<input type="checkbox"/> New free-standing building	<input type="checkbox"/> Suite within a building
	Will this business serve:			
	FOOD <input type="checkbox"/> Yes <input type="checkbox"/> No		ALCOHOL <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Changes in signage proposed:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	Description of Change:			
	Will there be modifications to the building? *Additional Permits may be required.	<input type="checkbox"/> Yes:	Description of Modification:	<input type="checkbox"/> No
		<input type="checkbox"/> Interior Only		
<input type="checkbox"/> Exterior Only				
<input type="checkbox"/> Both Interior and Exterior				
Will there be changes to: *Additional Permits may be required.				
Electrical <input type="checkbox"/> No <input type="checkbox"/> Yes	Plumbing <input type="checkbox"/> No <input type="checkbox"/> Yes		Mechanical <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Site Plan Requirements</b>	<b>If there are any physical changes to the exterior of the building or site, the following is required on a site plan:</b>	
	<input type="checkbox"/> Scale or dimensions and North arrow;	<input type="checkbox"/> All existing and proposed landscaping and street trees on the site;
	<input type="checkbox"/> Location of building(s), driveway(s), and parking area(s);	<input type="checkbox"/> Location & size of all existing sign(s); <b>All new sign(s) and/or changes to existing signs require a sign permit.</b> <input type="checkbox"/> Location and name of adjacent street frontage(s);

## REQUIREMENTS FOR A CHANGE OF OCCUPANCY/USE PERMIT

Submit a signed and fully completed application for change of occupancy, including the verification statements provided you from the licensed individuals who indicated the building or any of its systems do not require modification due to the proposed use. Note: Refer to the City of Tontitown Geographic Information System (GIS) or contact the Planning Official to find out the zoning district your building is located within. For the names of the principal uses allowed within the zoning district where the property is located you can refer to the City of Tontitown Zoning Code. For your use in filing of the application form, the following list of Occupancy Classification Groups found in the International Building Code.

- Assembly Group A-1, theaters, with stage
- Assembly Group A-1, theaters, without stage
- Assembly Group A-2, nightclubs
- Assembly Group A-2, restaurants, bars, banquet halls
- Assembly Group A-3, churches
- Assembly Group A-3, general, community halls, libraries, museums
- Assembly Group A-4, arenas
- Business Group B
- Educational Group E
- Factory and Industrial Group F-1, moderate hazard
- Factory and Industrial Group F-2, low hazard
- High Hazard Group H-1, explosives
- High Hazard Group H234
- High Hazard Group H-5 HPM
- Institutional Group I-1, supervised environment
- Institutional Group I-2, hospitals
- Institutional Group I-2, nursing homes
- Institutional Group I-3, restrained
- Institutional Group I-4, day care facilities
- Mercantile Group M
- Residential Group R-1, hotels
- Residential Group R-2, multiple family
- Residential Group R-3, one- and two-family
- Residential Group R-4, care/assisted living facilities
- Storage Group S-1, moderate hazard
- Storage Group S-2, low hazard
- Utility and Miscellaneous Group U

Where there is not enough space on the application form to provide a detailed description of your proposed use, include a letter, on company letterhead, stating what type of business you are engaged in and if a mercantile operation, the percentage of your business as retail and wholesale. The City of Tontitown reserves the right to require additional information if your description of the proposed use does not provide sufficient detail. When the occupancy classification of the previous tenant does not match up with the occupancy classification of the proposed use, include a letter from an Architect, Professional Engineer or qualified design/building contractor that indicates the building or space in question complies with all the City of Tontitown's building code requirements for the proposed use without making any alterations to the building or building systems.

You will be notified when your permit has been processed and a time will be scheduled for inspection of your new location. You may not operate your business, or occupy the space, until the occupancy inspection has been performed and you receive a signed copy indicating that it has passed. Be advised that all buildings will be required to be fire code compliant. If you are not the property owner listed on the tax records, you must submit a recent proof of ownership. If you are leasing space for your business and are not the property owner, you must submit signed authorization from the property owner authorizing you to make application.

**PLEASE NOTE: If alterations to the building are required in order to use the space desired, you will need to apply for a Commercial Remodel permit as found at <http://www.tontitown.com/>.**

<b>Business Owner Signature</b>	I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that if I violate any part of the ordinances, I may receive fines for each violation. I hereby certify that said premises will not be occupied until an Occupancy/Use Permit has been obtained. I understand that if this is a new use I may be required to update the premises to become zoning compliant.	
	Owner Signature:	Date:

## City of Tontitown Fire Marshal- Requirements for Business – Change of Occupancy

- ☐ **Address posted** - 6"-8" numbers in contrasting colors visible from street.
- ☐ **Fire extinguishers** - Minimum 10 lb., adequate number, inspected, tagged and mounted with sign.
- ☐ **Occupant Load** - Sign posted.
- ☐ **Exits** - Marked with lighted AC/DC signs including emergency lighting. Unlocked at all times.
- ☐ **Electrical Panel** - Accessible, all circuits clearly labeled, no unprotected openings inside panel.
- ☐ **Electrical Covers** - All switches, receptacles and junction boxes must have covers.
- ☐ **GFI Receptacles** - All receptacles within 3 feet of water must be GFI protected.
- ☐ **Storage** - Flammables, compressed gas cylinders and combustibles properly stored.
- ☐ **Handrails** - Handrails and guardrails must be installed where needed.
- ☐ **Water Heater** - Temperature and pressure relief valve line must be piped outside.
- ☐ **Heaters** - Must be properly installed.
- ☐ **Egress** - Paths of egress must be free from obstructions.
- ☐ **No Smoking Signs** - Posted
- ☐ **Smoke Detectors** - Mounted and functional.
- ☐ **Fire Alarm System** - Affidavit provided or current inspection tag.
- ☐ **Fire Sprinkler System** - Affidavit provided or current inspection tag, including backflow test report.
- ☐ **Cooking Hood** - Extinguishing system inspected and tagged.
- ☐ **Backflow Prevention** - Device installed and tested.
- ☐ **Signs** – Application approved

<b>Staff Use Only</b>	Date Submitted:			
	Zoning:		In compliance with zoning	<input type="checkbox"/> No <input type="checkbox"/> Yes
	Backflow preventer present:	<input type="checkbox"/> No <input type="checkbox"/> Yes		
	Occupancy Inspection Date:			
	Inspection Passed:	<input type="checkbox"/> No <input type="checkbox"/> Yes		
	Reason for disapproval:			

