Form Date 20150403

CHANGE OF OCCUPANCY PERMIT APPLICATION

Date Received: _____

Property Information: **Zoning District:** _____ **Tax Map/Lot#**_____

Physical Address: _____
Number and Street Suite Number

Previous Tenant: _____ Type of Business: _____

Property Owner : _____ Telephone: _____

Legal Mailing Address: _____
Street or PO Box Town/City State Zip

Occupant Information:

Proposed Tenant: _____ Type of Business: _____

Contact Name: _____ Telephone: _____

Email: _____

The undersigned hereby applies for permission to change occupancy within the property described in this application. The undersigned understands that an approved application for a change of occupancy may also result in the need to submit or apply for additional permits and approvals from the Town of Meredith under the following guidelines:
Building Permit: Required if you intend to change any floor plan layout inside the building, including partition walls. Once a building permit is approved and the work complete, a Certificate of Occupancy must be issued prior to occupying the space.
Planning Board Approval: May be required if the change of occupancy would create a change of use, site, or building modifications.
Zoning Board of Adjustment Approval: May be required if the change of occupancy conflicts with the Town of Meredith Zoning Ordinances, in which a variance or special exception would be applied for.
Sign Permit Application: Required for any new or altered signs.

_____ _____
Signature of Property Owner Signature of Proposed Tenant

Town of Meredith Office Use Only:

Town Planner Approval: _____ Date: _____

Fire Department Approval: _____ Date:_____

Water and Sewer Approval: _____ Date:_____

Approved_____ Date:_____
Building Official

Conditions of approval:_____

_____