

COMMUNITY DEVELOPMENT DEPARTMENT, 401 S. Johnstone, Bartlesville, OK 74003 Phone: 918.338.4240

**APPLICATION FOR CERTIFICATE OF OCCUPANCY AND ZONING CLEARANCE**

**NO BUSINESS MAY BE OPENED UNTIL THE BUILDING INSPECTOR, FIRE MARSHAL AND CITY PLANNER HAVE SIGNED THIS OCCUPANCY PERMIT AND RETURNED A SIGNED COPY TO THE APPLICANT.**

BUSINESS NAME		ADDRESS
<input type="checkbox"/> OWNER <input type="checkbox"/> OCCUPANT		PHONE
		EMAIL
PROPOSED USE		PROPOSED OPENING DATE
TYPE OF OCCUPANCY APPLYING FOR (CHECK ALL THAT APPLY)		IS THIS PROPOSED USE TEMPORARY? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> CONFORMS TO ZONING REGULATION		IF YES, TERMINATION DATE:
<input type="checkbox"/> LEGAL NON-CONFORMING	<input type="checkbox"/> NEW BUILDING	WILL CONSTRUCTION, REMODEL OR REPAIR BE DONE?
<input type="checkbox"/> EXISTING BUILDING	<input type="checkbox"/> CHANGE OF OCCUPANCY	IF YES, DESCRIBE:
<input type="checkbox"/> PORTION OF BUILDING – EXPLAIN:		OCCUPANCY SQUARE FOOTAGE
		ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO
IS CITY/COUNTY HEALTH DEPARTMENT PERMIT OR LICENSE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		IS A STATE PERMIT OR LICENSE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, ATTACH A COPY OF THE LICENSE OR PERMIT.		IF YES, ATTACH A COPY OF THE LICENSE OR PERMIT.
		STATE SALES TAX # ISSUED BY OKLAHOMA TAX COMMISSION:
FOR CITY USE ONLY		
LIMITATIONS IMPOSED ON PROPOSED USE? <input type="checkbox"/> YES <input type="checkbox"/> NO		EXPLAIN LIMITATIONS:
OCCUPANCY LOAD		PERMIT VALIDATION DATE:
BUILDING INSPECTOR	<input type="checkbox"/> APPROVED FOR OCCUPANCY <input type="checkbox"/> REJECTED	SIGNATURE
FIRE DEPARTMENT	<input type="checkbox"/> APPROVED FOR OCCUPANCY <input type="checkbox"/> REJECTED	SIGNATURE
CITY PLANNER	<input type="checkbox"/> APPROVED FOR OCCUPANCY <input type="checkbox"/> REJECTED	SIGNATURE
OTHER DEPARTMENT, IF APPLICABLE	<input type="checkbox"/> APPROVED FOR OCCUPANCY <input type="checkbox"/> REJECTED	SIGNATURE

**YOU MUST CONTACT THE BUILDING & CONSTRUCTION SERVICES TO ARRANGE FOR INSPECTIONS**

**BUILDING & CONSTRUCTION SERVICES - 918.338.4240**

**BUILDING INSPECTOR:** INSPECTION DATE \_\_\_\_\_

**FIRE MARSHAL:** INSPECTION DATE \_\_\_\_\_