



CHANGE OF TENANT FORM
Fee: \$50.00 in B-2 and LI-1&2
\$25.00 in B-1

Date: _____ Emergency Phone Contact #: _____

Business Name/Owner: _____

Business Address: _____

Property Owner/Phone #: _____

1.) Number of Stories: _____ Type of Construction: _____

2.) Type of Business: _____ Unit #: _____

3.) Materials Stored: _____

4.) Hours of Operation: _____

5.) Number of Employees: _____

6.) Special Needs/Requests: _____

7.) Fire Marshal – Copy: Yes _____ No _____

8.) Proposed Signage Change: Yes _____ No _____
IF YES, include photo or color diagram.

TENANT SIGNATURE

OWNER SIGNATURE

PLANNING OFFICIAL

INSPECTED BY