



**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