

TOWN OF WESTVILLE
OCCUPANCY PERMIT APPLICATION

Application is hereby requested for: (check one)

New Construction
 Building Addition/Remodeling

Change of Use
 Temporary Structure

Date: _____

Zoning District: _____

Address of Property: _____

Owner: _____ Phone: _____

Address of Owner: _____

Applicant/Leasee: _____

Address: _____ Phone: _____

For Change of Use Applications Only:

Description of Building Use: _____

Proposed Improvements: _____

For an occupancy permit to be issued, each of the following must be successfully completed, if applicable:

- a. Demonstrate proof of being issued an improvement location permit and building permit.**
- b. Demonstrate proof of passing final inspection by the building inspector.**
- c. Filling out and submitting the application for the occupancy permit.**
- d. Receive approval by the Engineer, Building Commissioner and Building Inspector to occupy the building.**

Due to weather or other circumstances, an occupancy permit may be issued without the (a) landscaping, (b) building finishes, (c) parking lot finishes, or the like, provided some sort of surety has been posted to satisfy the Building Commissioner.

Planning Department Office Use Only

Approved _____ **Denied** _____