

Date: _____



Request for Change of Occupancy

This form is required for changes in business or zoning use for a commercial, industrial or public multifamily building. It serves as a request for review and/or inspection. Upon review of application, staff will determine whether a certificate of occupancy will be issued.

SITE ADDRESS: _____

Leasing unit/building Recently purchased or planned purchase of unit/building

Space: _____ sq. ft. Year constructed: _____

Applicant Information

Contact Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Previous Occupant Business Information

Name of Business: _____ Phone: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Describe how previous occupant used space: _____

Proposed Business Information

Name of Business: _____ Phone: _____

Contact Person (print): _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Describe proposed use of space: _____

Notes to Applicant

- The Building Inspections Division issues a certificate of occupancy (new use) when the building is found to be in compliance with current code requirements for the proposed use. A site inspection may be needed.
- Site and floor plans should be submitted with this form for Planning Division review and approval.
- Review normally requires five working days from receipt of the **COMPLETE** application **AND** required information.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota.

Applicant's Signature

Date

Submittal Checklist

- ___ Completed application
- ___ Indoor plan layouts, room sizes, described uses
- ___ Exterior building plan, parking plan, outdoor storage plan

CITY OF SHAKOPEE USE – APPROVED BY:

*Note: Not all reviews require approval by all departments listed below

Building Department

Date

Planning Department

Date

Fire Department

Date

City Clerk

Date

Notes:

Certificate of occupancy

Previous classification: _____

Land use registration

New classification: _____

Zoning district: _____

Permit #: _____