



# Change of Occupancy/Use

## Application & Checklist

Application can be found at [www.tontitown.com](http://www.tontitown.com)

Permit # \_\_\_\_\_

Fee: **\$100.00**

Receipt \_\_\_\_\_

Please fill out this form completely, supplying all necessary information to support your request. A business license cannot be issued a Change of Occupancy has been applied for. **Permits are not valid until paid for. PERMIT FEES WILL DOUBLE IF BUSINESS IS STARTED BEFORE PERMIT IS APPROVED**

<b>Property Information</b>	Physical Address _____ Parcel No. _____
	Gross Sq. Footage of Building _____ # of stories: ____ Above Ground ____ Below Ground
	Water Source: <input type="checkbox"/> City of Tontitown <input type="checkbox"/> Well <input type="checkbox"/> Washington Water Authority <b>Current Occupant Load</b> _____
	Sewage Treatment: <input type="checkbox"/> City of Tontitown <input type="checkbox"/> Septic <b>Current landscaped buffer installed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Current # of parking spaces provided _____ <b>Current # of handicapped parking spaces provided</b> _____

<b>Business formation</b>	Ownership Type: <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Joint Venture <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership
	Business Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Home Occupation
	Business Name _____ Contact Name _____
	Office Phone _____ Cell Phone _____ Fax # _____
	Mailing Address _____ E-mail _____ _____
	Business Owner's Name _____ E-mail _____ _____
Office Phone _____ Cell Phone _____ Fax # _____	

<b>General Information</b>	Business Description _____
	Proposed Occupant Load: _____ Occupancy Classification _____ (Found on following page)
	Business Located In: <input type="checkbox"/> Existing free-standing building <input type="checkbox"/> New free-standing building <input type="checkbox"/> Suite within a building
	# of Employees ____ # of Shifts ____ Estimated # of customers per day ____ Hours of Operation _____
	Will this business serve: FOOD <input type="checkbox"/> Yes <input type="checkbox"/> No ALCOHOL <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Changes in signage proposed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will there be modifications to the building? <input type="checkbox"/> No <input type="checkbox"/> Yes: <input type="checkbox"/> Interior Only <input type="checkbox"/> Exterior Only <input type="checkbox"/> Both Interior and Exterior
Will there be changes to: <b>Electrical</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Plumbing</b> <input type="checkbox"/> No <input type="checkbox"/> Yes <b>Mechanical</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	



# Change of Occupancy/Use Requirements

<b>Property Owner Information</b>	Property Owner Name _____
	Office Phone _____ Cell Phone _____ Fax # _____
	Mailing Address _____ E-mail _____

In order to receive a change of use permit, the applicant shall submit a site plan containing the following elements:

- Scale and North arrow;
- Location of building(s), driveway(s), and parking area(s);
- Show all existing landscaping and street trees on the site;
- Location & size of all existing sign(s); **All new sign(s) require a sign permit.**
- Location and name of adjacent street frontage(s);

## REQUIREMENTS FOR A CHANGE OF OCCUPANCY/USE PERMIT

Submit a signed and fully completed application for change of occupancy, including the verification statements provided you from the licensed individuals who indicated the building or any of its systems do not require modification due to the proposed use. Note: Refer to the City of Tontitown Geographic Information System (GIS) to find out the zoning district your building is located within. For the names of the principal uses allowed within the zoning district where the property is located you can refer to the City of Tontitown Zoning Code. For your use in filing of the application form, the following list of Occupancy Classification Groups found in the International Building Code.

- Assembly Group A-1, theaters, with stage
- Assembly Group A-1, theaters, without stage
- Assembly Group A-2, nightclubs
- Assembly Group A-2, restaurants, bars, banquet halls
- Assembly Group A-3, churches
- Assembly Group A-3, general, community halls, libraries, museums
- Assembly Group A-4, arenas
- Business Group B
- Educational Group E
- Factory and Industrial Group F-1, moderate hazard
- Factory and Industrial Group F-2, low hazard
- High Hazard Group H-1, explosives
- High Hazard Group H234
- High Hazard Group H-5 HPM
- Institutional Group I-1, supervised environment
- Institutional Group I-2, hospitals
- Institutional Group I-2, nursing homes
- Institutional Group I-3, restrained
- Institutional Group I-4, day care facilities
- Mercantile Group M
- Residential Group R-1, hotels
- Residential Group R-2, multiple family
- Residential Group R-3, one- and two-family
- Residential Group R-4, care/assisted living facilities
- Storage Group S-1, moderate hazard
- Storage Group S-2, low hazard
- Utility and Miscellaneous Group U

Where there is not enough space on the application form to provide a detailed description of your proposed use, include a letter, on company letterhead, stating what type of business you are engaged in and if a mercantile operation, the percentage of your business as retail and wholesale. The City of Tontitown reserves the right to require additional information if your description of the proposed use does not provide sufficient detail. When the occupancy classification of the previous tenant does not match up with the occupancy classification of the proposed use, include a letter from an Architect, Professional Engineer or qualified design/building contractor that indicates the building or space in question complies with all the City of Tontitown's building code requirements for the proposed use without making any alterations to the building or building systems.

You will be notified when your permit has been processed and a time will be scheduled for inspection of your new location. You may not operate your business, or occupy the space, until the occupancy inspection has been performed and you receive a signed copy indicating that it has passed. Be advised that all buildings will be required to be fire code compliant. If you are not the property owner listed on the tax records, you must submit a recent proof of ownership. If you are leasing space for your business and are not the property owner, you must submit signed authorization from the property owner authorizing you to make application.

**PLEASE NOTE:** If alterations to the building are required in order to use the space desired, you will need to apply for a Commercial Remodel permit as found at <http://www.tontitown.com/>.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that if I violate any part of the ordinances, I may receive fines for each violation. I hereby certify that said premises will not be occupied until an Occupancy/Use Permit has been obtained. I understand that if this is a new use I may be required to update the premises to become zoning compliant.

**SIGNATURE OF BUSINESS OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

I hereby certify that I am aware of the provisions of laws and ordinances governing this type of work and my property. I understand granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that if I, or my tenant, violate any part of the ordinances, I may receive fines for each violation. I hereby certify that said premises will not be occupied until an Occupancy/Use Permit has been obtained. I certify that I am authorized to grant, and do grant, permission to the representatives of the City of Tontitown to enter on the property described in this application for the purpose of inspections.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

<b>Staff Use Only</b>	Date Submitted: _____ Zoning _____ Community Development _____
	The proposed use is in compliance with the Tontitown's Zoning Ordinance: <input type="checkbox"/> Yes <input type="checkbox"/> No Building has backflow preventer: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Application information is accurate: <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, new application must be submitted) Date of Occupancy Inspection: _____
	Inspection Passed: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for disapproval: _____
Inspector Name _____	Fire Official Name _____

### City of Tontitown Requirements for Business – Change of Occupancy

- Address posted** - 6"-8" numbers in contrasting colors visible from street.
- Fire extinguishers** - Minimum 10 lb., adequate number, inspected, tagged and mounted with sign.
- Occupant Load** - Sign posted.
- Exits** - Marked with lighted AC/DC signs including emergency lighting. Unlocked at all times.
- Electrical Panel** - Accessible, all circuits clearly labeled, no unprotected openings inside panel.
- Electrical Covers** - All switches, receptacles and junction boxes must have covers.
- GFI Receptacles** - All receptacles within 3 feet of water must be GFI protected.
- Storage** - Flammables, compressed gas cylinders and combustibles properly stored.
- Handrails** - Handrails and guardrails must be installed where needed.
- Water Heater** - Temperature and pressure relief valve line must be piped outside.
- Heaters** - Must be properly installed.
- Egress** - Paths of egress must be free from obstructions.
- No Smoking Signs** - Posted
- Smoke Detectors** - Mounted and functional.
- Fire Alarm System** - Affidavit provided or current inspection tag.
- Fire Sprinkler System** - Affidavit provided or current inspection tag, including backflow test report.
- Cooking Hood** - Extinguishing system inspected and tagged.
- Backflow Prevention** - Device installed and tested.
- Signs** – Application approved

James Clark – Building Official, 479-263-9216, jclark@tontitown.com

Brett Freeland – Fire Inspector/Code Official, bfreeland@tontitown.com