



**CHANGE OF OCCUPANCY APPLICATION**

\* Please attach the following items with completed application:

\***Site/Floor Plan** showing the exact location of the space to be occupied as well as **parking** & common areas.

TENANT/LEASEE INFORMATION		
<b>TENANT</b> (full) <u>Name</u> :	Tenant <u>Phone Number</u> #:	
Complete <u>Address</u> :		
City:	State:	<b>Zip</b> Code:
PROPERTY OWNER INFORMATION		
<b>OWNER</b> (full) <u>Name</u> :	Owner <u>Phone Number</u> #:	
Complete <u>Address</u> :		
City:	State:	<b>Zip</b> Code:
BUSINESS/LEASEE INFORMATION		
<b>Name of Proposed</b> BUSINESS:		
Complete <u>Address</u> :		
City:	State:	<b>Zip</b> Code:
* <b>Business Phone Number</b> #:	<b>EMAIL</b> ; address (optional):	
<b>PREVIOUS Use</b> :	<b>PROPOSED Use</b> :	
BUILDING ALTERATIONS INFORMATION (CHECK ALL THAT APPLY)		
Does the Building have a <b>Fire Suppression</b> System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Building have a <b>Fire Alarm System</b> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be Alterations to the <b>EXTERIOR</b> of Building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be Alterations to the <b>INTERIOR</b> of Building?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Square Footage</b> of Building/Lease Space:	<b>**Type of Alteration: (Separate Permit Required*)</b>	
	<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	
(FOR COMMUNITY SERVICES OFFICE USE ONLY)		
<u>Occupancy Permit Number</u> #: _____	Permit Fees Due: \$ <u>235.00</u>	
Date Submitted: _____	<b>ZONING</b> : _____	Payment Rcvd: _____
<b>Planning &amp; Zoning</b> (Reviewer): _____	Date: _____	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> DENIED
<b>Building Department</b> (Reviewer): _____	Date: _____	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> DENIED
<b>Fire Marshal</b> (Reviewer): _____	Date: _____	<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> DENIED

You May Email Application with Documentation to: [permits@ci.dickinson.tx.us](mailto:permits@ci.dickinson.tx.us)