



COMMERCIAL CHANGE OF OCCUPANCY

\$200.00 FEE with no changes to Building/Suite

Permit Application Checklist:

- Completed PERMIT APPLICATION (*found on our website*)
- Name of Business and Physical Address
- Purpose of Business
- List Products and quantity of storage items.
- Approval from Board of Health at (985) 447-0954
- Land Verification – Submit ONE of the following:**
 - Copy of Act of Cash Sale / Donation / Succession
 - Permission to Use Building (*rent receipt, lease, etc.*)
- Fire Marshal Letter – even if no “work” is being performed (*must be less than 180 days old*) (*Inspection report from Fire Marshal may also be used.*)
- Copy of Floor Plan of Building and/or Suite with all dimensions and room layout
- Check or Money Order for \$200.00

- No build-out or renovations or changes will be done to this Building/Suite without a separate building permit.

Signed _____ Date _____