

APPLICATION OF CERTIFICATE OF OCCUPANCY

SUBMIT SIGNED LEASE, IF LEASING PROPERTY

SUBMIT DETAILED SITE PLAN IF BUILDING: ADDITION, PORCH/PATIO, NEW CONSTRUCTION, ENCLOSURE, FENCE, ACCESSORY STRUCTURE OR SIGNS (INDICATE ALL DIMENSIONS & SQ. FT.) No Exceptions!!!

\$75.00 (REGULAR APP.)

\$50.00 (TEMP. ELEC. APP.)

\$25.00 (FENCE PERMIT)

APPLICATION C.O. NO. _____

DATE: _____

ADDRESS OR LOCATION: _____

MAILING ADDRESS
(IF DIFFERENT): _____

FIRM NAME OR
NAME OF OCCUPANT: _____ PH NO: _____

E-MAIL ADDRESS: _____

PROPERTY ZONE: _____ CENSUS TRACT: _____ NEW BUSINESS: _____ FLOOD DIST: _____

PREVIOUS LOCATION: _____

BUILDING OR PROPERTY TO BE USED FOR:
(LIST ALL PURPOSES AND USES OF BUILDING): _____

CONTACT PERSON: _____ PH NO.: _____

NAME OF PROPERTY OWNER: _____ PH NO.: _____

REMARKS: _____

WILL THE BUILDING BE OPEN FOR INSPECTION? _____

CONTRACTOR: _____ PH NO.: _____

**CITY OF MONROE
PLANNING & ZONING DIVISION
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