

GUIDE TO OPENING A BUSINESS IN THE CITY OF MONROE

Businesses proposing to OCCUPY AN EXISTING BUILDING:

1. Apply for the Certificate of Occupancy in the Planning and Zoning Office.
 - a. If the building is located in an historic district and there any external changes (including signage) approval by the Heritage Preservation Commission is required before a Certificate of Occupancy and a building permit is issued.
 - b. If there are any additions to the existing structure are proposed, a building permit is required.
 - c. If the proposed additions do not meet the setback requirements, a variance may be applied for to the Board of Adjustment.
 - d. There may be some uses that require a Conditional Use Permit Approval (Planning Commission) review.
 - e. If the Certificate of Occupancy is only for the USE of the structure, a building permit is NOT required.
 - f. The seventy-five (\$75.00) dollar application fee is then paid. (Business check, Cashier’s Check/Money Order or exact cash.)
2. Inspections are then scheduled in the Inspections Office for the building, electrical, plumbing, fire and engineering (if applicable) inspectors for the inspection of the site.
3. Once the inspections are completed and the inspectors have all signed off in the system, the final Certificate of Occupancy is then issued and given to the applicant.
4. The applicant brings the final Certificate of Occupancy to the Tax and Revenue Office to obtain an occupational license.

Planning and Zoning
3901 Jackson Street
318-329-2430
(Certificate of Occupancy, zoning information, meeting dates and time)

Engineering
802 N 31st Street
318-329-2210
(Drainage, culvert information)

Inspectors
3901 Jackson Street
318-329-2214
(Building, electrical, plumbing, fire)

Taxation and Revenue
316 Breard Street
318-329-2279
(Occupational Licenses)

These procedures are generalized and may not cover all cases.