

**OCCUPANCY APPLICATION**

Name of Business:	
Property Address:	
Contact Person:	
Phone Number:	E-mail:
Type of business you will have:	
What changes will you make to the building?	
What was the name of the previous business at this location?	
What type of business did they have?	
Square footage of space your business will occupy:	
Is there a sprinkler system? Yes <input type="checkbox"/> No <input type="checkbox"/>	Fire Report Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(*see below)</i>
Restaurant/Food Service: Yes <input type="checkbox"/> No <input type="checkbox"/>	Health Report Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(**see below)</i>
Authorization of Property Owner Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(***see below)</i>	

Occupant Load: \_\_\_\_\_  
Office Use Only

The Occupancy Fee is \$50.00. We accept cash, checks made payable to the City of Gainesville, and credit/debit card payments which include a convenience fee.

**\* All businesses are required to have a fire inspection. To schedule a fire inspection, contact the Fire Marshal at 678-450-5025.**

**\*\*If you are a restaurant/food service, you must also provide a copy of your health inspection. To schedule a health inspection, contact Environmental Health at 770-531-3973.**

**\*\*\*ALL occupancies are required to have the Authorization of Property Owners form completed and attached. No occupancies will be accepted without this form or a copy of your signed lease agreement.**

You may submit the completed application and all required information to our office located at 311 Henry Ward Way, 1<sup>st</sup> Floor, or email to [buildingpermits@gainesville.org](mailto:buildingpermits@gainesville.org) or fax to 770-297-7826.

Last Updated 02/07/2020