



UNIVERSITY HEIGHTS

APPLICATION FOR CERTIFICATE OF BUSINESS OCCUPANCY

Building Department
City of University Heights

This application is for a new or changed Certificate of Business Occupancy.

Please complete this fillable application and print it out prior to submitting it for a permit.

Complete this application in its entirety.

Address: _____
Legal (PPL#) Street Address

**Describe the use of
this occupancy:** _____

**Check the applicable
use of this occupancy:** ☐ Retail Office ☐ Gas station or ☐ Auto repair garage

☐ Warehouse ☐ Other Use (*describe below*)

Describe the Other Use: _____

**Square Footage of space
of this occupancy:** _____

PROPERTY OWNER

(Please **PRINT** name): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Work Phone: _____

E-mail Address: _____

BUSINESS INFORMATION

Company Information: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Contact's Phone: _____ Fax: _____

Contact's E-mail Address: _____

Codified Ordinances of University Heights**Requirements related to Chapter 1496**

CERTIFICATE OF BUSINESS OCCUPANCY REQUIRED. No person shall occupy any structure or part thereof used or designed, or intended to be used as a business structure, building or retail unit unless such space to be occupied shall be the subject of a current and valid certificate of business occupancy issued by the Building Commissioner.

CERTIFICATE ISSUANCE; CONTENTS, TERM AND REVOCATION. Application for a certificate of business occupancy required by the provisions of the Commercial Structures Maintenance Code shall be made annually by supplying the information and data to determine compliance with applicable laws, ordinances, rules and regulations for the existing use or occupancy or the intended use or occupancy.

The Building Commissioner may require the submission of an affidavit stating such information, and he or she may cause a general inspection of the structure or premises to be made.

This Certificate of Business Occupancy is effective for one calendar year, and shall be renewed annually.

REVOCATION. The Building Commissioner shall have the power to revoke a certificate of business occupancy if any false statement is made by the applicant in connection with the issuance of such certificate, or for noncompliance of a structure or its use with the requirements of this Commercial Structures Maintenance Code, or if the owner, agent or person in charge of a structure shall refuse to comply with any applicable provisions of this Code.

FAILURE TO APPLY FOR CERTIFICATE; RENEWALS.

(a) The owner of a structure to be used for business purposes, which will be completed and available for occupancy subsequent to June 1, 1974, and which requires a certificate of business occupancy under the terms of this Commercial Structures Maintenance Code, shall apply for such certificate as soon as practicable, but in no event shall any unit of the structure be occupied in whole or in part until such certificate has been issued.

(b) For each year after 1974, the person applying for a required certificate of business occupancy for any unit used for business purposes shall apply for such certificate not more than 90 days nor less than 30 days preceding expiration of the current certificate.

POSTING OF CERTIFICATE. The occupant of every structure included in the scope of the Commercial Structures Maintenance Code shall cause a certificate of business occupancy to be posted conspicuously at all times at some place on the premises accessible or visible to the general public using such occupied space. Such certificate of business occupancy shall be provided with a protective covering and shall be securely affixed to the wall.

Changes; New Certificate of Business Occupancy; Fees. If there is a change in the business occupancy or authorized use covered by any certificate of business occupancy, such certificate shall automatically become null and void. Application for a new certificate shall be made within ten days after such change in occupancy or use, along with a fee of \$10.00. A new certificate, when issued, shall expire on the same date as the certificate applicable to the former occupancy or usage, except that the new applicant may request and receive a certificate expiring one year from the date of issue or the date on which such certificate was required, whichever occurs first, upon payment of a full annual fee, in lieu of the \$10.00 replacement fee.

I hereby affirm I have read the above requirements, and to the best of my knowledge, the information provided in this application for Certificate of Business Occupancy to be true, correct, and complete.

Signed: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Amt. Paid: \$ _____ Date: _____ Receipt Number: _____