



# ZONE CLEARANCE APPLICATION

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_  Owner  Employee  Agent  Other**BUSINESS INFORMATION**

Business Address: \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

Detail of Business: \_\_\_\_\_

Total number of employees \_\_\_\_\_

Is there more than one business operating out of one suite/office?  Yes  NoWill your business require outside storage or display?  Yes  No If yes, explain \_\_\_\_\_**BUILDING INFORMATION**Business Type (Check One)  Commercial  Office  Industrial  Other \_\_\_\_\_Type of Building (Check One)  Single Tenant  Multi Tenant  Other \_\_\_\_\_

What is the square footage of the building and/or your lease area? \_\_\_\_\_ s.f.

Previous use of this building (or your tenant space if multi tenant) \_\_\_\_\_

Have any of the following items been, or plan to be done, prior to the anticipated opening date of your business?

Have any other City permits been applied for?  Yes  No

If yes, list \_\_\_\_\_

Will any partitions be added, moved or removed?  Yes  NoWill there be any exterior additions, demolitions, or alterations?  Yes  NoWill any electrical systems be added, altered, deleted, or moved? (outlets, lights, switches, etc.)  Yes  NoWill any plumbing systems be added, altered, deleted, or moved? (water, gas, sewer, fixtures, etc.)  Yes  NoWill any mechanical systems be added, altered, deleted, or moved? (heating, air conditioning, fans, etc.)  Yes  No

Permits are required for all alterations for buildings, except movable cases, counters and partitions not over 5'9" high.

Interior painting, papering and similar finish work do not require permits.

**ADDITIONAL PERMITS**

Approval of this permit does not eliminate the need for other permits, licenses, or certificates required by law (i.e., Health Permit, Occupancy Permit, Sign Permit, Conditional Use Permit, etc.)

**APPLICANT STATEMENT**

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge. I agree to comply with local, state, and federal regulations that may relate to my proposed business.

Applicant's Signature \_\_\_\_\_

**OFFICE USE ONLY**

Planning Div. Review \_\_\_\_\_ Date \_\_\_\_\_ Zone \_\_\_\_\_

Comments/Notes \_\_\_\_\_

Code Enforcement Review \_\_\_\_\_ Date \_\_\_\_\_

Comments/Notes \_\_\_\_\_