

# Change of Occupancy

Policy for accepting Change of Occupancy paperwork

- 1) **Application** must be accompanied by **Floor Plans**.
  - a) Do not accept application without floor plan.
  - b) Application fee must accompany application
    - 1) Application fee \$100.00
    - 2) Special inspection \$45.00
    - 3) State fee \$4.35
- 2) Schedule walk through inspection.
- 3) After field inspection and application approval, Certificate of Occupancy will be issued.
  - a. Certificate charge \$51.50

Note: Change of Occupancy documents may be required to be designed by a registered professional.