

NEW BUSINESS OCCUPANCY APPLICATION

Name of Business: _____

Address of Business: _____

Business Phone #: _____

Business Owner's Name: _____

Home Address: _____

City: _____ ST: _____ Zip: _____

Federal I.D. #: _____

Hm. or Emerg. Phone # _____

Number of Employee's: _____

Description of Business: _____

Property Owner's Name: _____

Property Owner's Address: _____

City: _____ ST: _____ Zip: _____

Phone # : _____

Emergency Phone # : _____

Describe what previous use of tenant space was: _____

Describe what current use of tenant space is: _____

NOTE!!!

1) Provide a drawing to a minimum 1/4" to 1'- 0" scale noting **all** of the **existing** & **proposed** room sizes & uses.

2) Some businesses depending on area and use may require the submission of a site plan showing parking spaces, loading zones, driveways, etc.

3) Complete attached RITA application & return form to the North Olmsted Finance Department.

Applicant: _____

Signature: _____ Date: _____

**PLEASE BE AWARE THAT THERE IS A \$100.00 FEE
DUE AT THE TIME OF SUBMISSION**

cc: Finance Dept. (w/ RITA application)
Fire Dept.
Police Dept.
Planning Dept.

Building Dept. (Jan)
Chamber of Commerce
Engineering Dept. (food only)