



TENANT OCCUPANCY PERMIT APPLICATION

The **Tenant Occupancy Permit Application** is an application for **ALL** tenants that are applying for a commercial business license. Any time there is a tenant change in an existing building, the county requires a routine maintenance inspection or a compliance inspection for a change of use on the suite you will be occupying. The inspection will be determined by Forsyth County when the applications are submitted in the Business License office. This applies to: any business moving to a commercial location. There will be a \$15.00 permit fee for this application. A Forsyth County inspector will call to schedule the inspection for your convenience. Please follow the directions inside the application to ensure that your application is completed and processed correctly.



TENANT OCCUPANCY PERMIT APPLICATION



Forsyth County Planning & Development

Phone (770) 781-2115

110 East Main Street | Suite 100
Cumming, GA 30040

Fax (678) 513-5876

Date Submitted: _____

Business Name: _____

Physical Address: _____

Suite #: _____ Square Footage of Tenant Space: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Are you making any changes other than cosmetic (paint, carpet, etc.)? YES / NO

IF YES what changes? _____

Your Primary Business Activity: _____

(If you will be sharing space with another tenant, please complete below):

Existing Business Name: _____

Business Activity: _____

Directions to Business: _____

Signature: _____ **Date:** _____

(OFFICE USE ONLY)

Occupancy type (s) = A1, A2, A3, A4 A5, B, E F, F1, F2, H1, H2,H3, H4, H5, I1, I2, I3, I4, M, R1, R2, R3, R4, S1, S2, U

The application has been reviewed and it has been determined that a:

* Change of use identified: _____ change from _____ to _____

* Change of occupancy type identified: _____ change from _____ to _____

* No records located for given address/suite: _____

* T.O Inspection for maintenance conformance required: _____

The following **inspections will be required:**

FE: _____ FP: _____ FM: _____ FG: _____ FI: _____ Tenant Occupancy: _____

Last C of O for address/occupancy type: _____ Permit #: _____

Last Business License Number: _____ NAICS # _____

Reviewed By: _____ Date: _____

Approved: No Change in use/type identified or less hazardous use _____

Approved By: _____ Date: _____

Link to existing Permit # _____ Occupancy Type: _____

