



SHAKER HEIGHTS

APPLICATION FOR BIENNIAL AND NEW COMMERCIAL OCCUPANCY PERMIT
2014-2015

FEE: \$125.00 Required by Ordinance No. 05-142, Code Section 1317.02 No. _____
Make checks payable to City of Shaker Heights (non-refundable)

1. Property Address (include street no. & suite no.): _____

2. Business Occupant:

Name of Owner _____

Name of Business (DBA) _____

Address and Suite # _____

Business Phone: (____) _____

Email: _____

Home Address: _____

Federal Identification No.: _____ (Or Soc. Sec. No. _____ - _____ - _____)
(This information is necessary for tax purposes.)

3. Property Owner: Name: _____

Federal Identification No.: _____ or Soc. Sec. No. _____ - _____ - _____

Street Address: _____

City/State/Zip Code: _____

Phone: (____) _____

Email: _____

4. Agent in Charge (must reside in Cuyahoga County):

Name: _____

Street Address: _____

City/State/Zip Code: _____

Phone: (____) _____

Email: _____

5. Person, Firm, or agent who will be in charge of the structure and responsible for maintenance or repair of the structure:

Name: _____

Street Address: _____

City/State/Zip Code: _____

Phone: (____) _____

Signature _____

6. Type of business: _____

7. Proposed usage and hours of operation: _____

8. Number of employees (including owner or manager): _____

9. Estimate of peak # of users (e.g., visitors/customers): _____ Time when peak would usually take place: _____

10. Please include the following:

Floor plan showing the location of furniture and merchandise

Sketch showing number and placement of parking spaces to be made available to prospective occupant

11. Reason for change of occupancy (check block and initial):

Sale: _____ Lease: _____ Rental: _____ Change of Use: _____

12. Date that Board of Zoning Appeals approved (if applicable) _____

13. Pursuant to Shaker Heights Ordinance Section 1317.01 this building may not be occupied until the occupancy is approved.

X _____
Print Name

X _____
Signature

Date

Mail or Submit to:

The City of Shaker Heights
Building Department
3400 Lee Road
Shaker Heights, OH 44120

(This Space for Planning Department Use Only)

(This Space for Building Department Only)