

City of Hendersonville

Application for Use & Occupancy Permit

[This form may be used for most tenant build-outs or interior renovations only.]

No structure or portion thereof may be occupied until the required Use & Occupancy Permit has been issued. Your request will be routed to each department or agency that is checked below. A Use & Occupancy Permit may be issued once the required releases have been returned to the Building & Codes Department. It is the applicant's responsibility to communicate with each department to schedule necessary inspections and then obtain required sign-offs. Contact phone numbers are provided below. This form is available from the Building & Codes Department.

FOR OFFICE USE ONLY				
<input type="checkbox"/> Building 822-3802	<input type="checkbox"/> Plumbing 822-3802	<input type="checkbox"/> Mech/Gas 822-3802	<input type="checkbox"/> Electrical 822-4440	<input type="checkbox"/> Fire 822-1119
<input type="checkbox"/> HUD 824-3717	<input type="checkbox"/> Other _____			

APPLICANT MUST COMPLETE	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
<input type="checkbox"/> Interior renovation	<input type="checkbox"/> Tenant space build-out
<input type="checkbox"/> Stocking of store and employee training only (Not open to the public)	
Project Name: _____	
Project Address: _____	
Contact: _____	Phone Number: _____
_____	_____
(Applicant's signature)	(Date)

FOR OFFICE USE ONLY	
(if no boxes are checked, approval will be assumed to be given for a Permanent U&O)	
<input type="checkbox"/> This project may be issued a Permanent U&O	<input type="checkbox"/> Stocking of store & employee training only. May not open to public
<input type="checkbox"/> This project may not be issued a Permanent U&O	
<input type="checkbox"/> This project may be issued a Temporary U&O	
<input type="checkbox"/> This project may not be issued a Temporary U&O	
Additional comments: _____	
(Approval signature)	(Date)