



USE AND OCCUPANCY PERMIT APPLICATION (COMMERCIAL)

The Use and Occupancy Permit is required for ALL new businesses, ownership changes, location changes, and use changes prior to any structure or portion thereof being occupied. **(This is NOT the same as a “Certificate of Occupancy” issued by the Codes Department.)** Only a Use and Occupancy Permit allows a site or structure to be occupied and open to the public.

The Planning Department will distribute the application to each relevant department. **If you have not been contacted within 3 business days, you may reach out to the department.** *Phone numbers listed below.*

If Building Permits were pulled, you will need to contact the Codes Department to request Final Inspection (615-590-4642) in addition to this application.

For issuance of a Temporary Use and Occupancy Permit:

At the discretion of the Planning Director, any improvements not completed at the time of this request may require surety in the form of a **Letter of Credit** (see website: www.hvilletn.org/departments/planning/documents-and-plans for format) or **Cashier’s Check** for an amount determined by the Engineering and Planning Departments. (see Zoning Ordinance 4.10.5.2)

In the event of new site construction or changes to a site:

Certificate of Compliance must be signed and stamped by the project Engineer and Landscape Architect before a Permanent Use and Occupancy Permit can be issued.

All signage (Temporary and Permanent) must be applied for and approved through the Planning Department. If you have not applied, please pick up the sign permit application or find on the Planning Department website.

CONTACT NUMBERS		
Fire Department	(615) 822-1119	
Hendersonville Utility District (HUD)	(615) 824-3717	
Building – Codes Department	(615) 822-3802	
Engineering Department	(615) 822-1016	
Planning Department	(615) 264-5316	

*If Electrical or Building permit was pulled prior to January 1, 2020, the Electrical sign-off will come from the State Electrical Office. State Electrical Office contact number is (615) 575-0523.



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GENERAL INFORMATION

Business Name: _____

Business Address/Location: _____

Total Building (Sq. Ft.): _____ Parking Required/Provided: _____/_____

Permit Type: Permanent Temporary

New Construction/Renovation: Site & Shell Only Tenant Space Build-Out

CONTACT INFORMATION

Applicant/Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

REQUIRED INFORMATION

What is the Business Intent at the location? Please list all activities intended at this location.

Were there any physical changes made to the site or building (excluding construction with approved Site Plan)? If YES, list changes below: YES NO

List any changes made to the Building Exterior including color changes, parking, and other site features (sidewalks, outdoor patios/storage, fencing, etc.):

List any changes to the Building Interior:

OFFICE USE ONLY

Zoning District:	Use:
Type: <input type="checkbox"/> Major <input type="checkbox"/> Minor	
<input type="checkbox"/> This project may be issued a Temporary U&O.	
<input type="checkbox"/> This project may be issued a Permanent U&O.	

Dept: _____ Signature: _____ Date: _____