

# USE & OCCUPANCY PERMIT APPLICATION

*Please allow 7-10 business days.*

- 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 departments.*** (Phone numbers are listed below).
- If Building Permits were pulled, you will need to contact the Codes Department to request Final Inspections (615-590-4642) in addition to this application. If no changes were made to the building/structure, only the Fire Department, Hendersonville Utility District, and Planning sign offs are required.
- *For issuance of a Temporary Use and Occupancy Permit:* All improvements not completed at the time of this request will require surety in the form of a Letter of Credit (see website for format) or Cashier’s Check for an amount determined by the Engineering and Planning Departments.
- In the event of new site construction or changes to a site: Certificates 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.

CONTACT NUMBERS:	
FIRE	822-1119
H.U.D.	824-3717
ELECTRICAL	822-4440
BUILDING - MECH/GAS - PLUMBING	822-3802
ENGINEERING	822-1016
PLANNING	264-5316

# USE & OCCUPANCY PERMIT APPLICATION

*Please allow 7-10 business days.*

PERMIT TYPE:     PERMANENT                       TEMPORARY

NEW CONSTRUCTION/RENOVATION:    Site & Shell Only     Tenant Space Build-Out

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Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Type (Products/Services Sold): \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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

**BUILDING EXTERIOR (INCLUDING COLOR CHANGES):**

**BUILDING INTERIOR:**

**PARKING:**

**OTHER SITE FEATURES (SIDEWALKS, OUTDOOR PATIO/STORAGE, FENCING, ETC.):**

**FOR OFFICE USE ONLY**

Zoning District:                       PD                      USE: \_\_\_\_\_

This project may be issued a Temporary U & O.

This project may be issued a Permanent U & O.

DEPT: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_