



COMMERICAL OCCUPANCY PERMIT APPLICATION

****Application Fee of \$45.00 Required at Time of Submittal****

Application Date: _____

Address to be Occupied: _____ Application Number: _____

Name of Firm: _____

Nature of Firm: _____ Date of Occupancy: _____
(Retail, Office, restaurant, Church, School, Industrial, etc.)

Complete Description of Operation:

Number of Employees: _____ Sq. Ft. of Tenant Space: _____ Total Sq. Footage: _____

Use of Hazardous/Flammable Materials: _____ Number of Parking Spaces: _____

Manager/Contact Person: _____ Phone Number: _____

Manager/Contact Person Address: _____
Number City/State/Zip Code

Property Owner: _____ Owner Phone Number: _____

Owner's Address: _____
Number City/State/Zip Code

*I have read, understand, and have complied with all codes pertaining to this application including supplying the required fee. I also understand that this application is **NOT** a permit and that occupancy of premises before inspection is prohibited.*

Signature of Applicant: _____ Date: _____

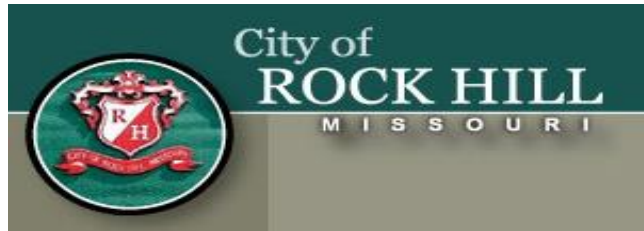
For City Use Only

Zoning District: _____ Zoning Approved: _____ Not Approved: _____

Parking Requirements: _____ Approved: _____ Not Approved: _____

City Approved By: _____ Date: _____

Copy of this given to the City Clerk: _____ Date: _____



COMMERCIAL OCCUPANCY REVIEW

Approval of Commercial Occupancy Permit by the City of Rock Hill is required before the operation of any business.

- 1. The application form must be completed in its entirety to be accepted for processing.***
- 2. This application form is not the permit. After an inspection by the City Building Inspector has been completed and all Code Requirements have been satisfied, a permit will be issued. Occupancy of the building prior to approval of permit is prohibited.***
- 3. A total fee of Forty-Five Dollars (\$45.00) is due at the time of application submittal. This includes a Five Dollars (\$5.00) permit fee. There is a Forty Dollars (\$40.00) fee that covers the initial inspection, and the first (1st) re-inspection.***
- 4. A Business license and Merchant/Manufacturer's License are also required before any operations of business. This and other applications may be obtained at the City Clerk's Office within City Hall.***