



# The City of Garfield Heights

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## Building Department

### APPLICATION FOR CHANGE IN USE OR OCCUPANCY

Date: \_\_\_\_\_

I, \_\_\_\_\_, authorized agent for the

Print Name

\_\_\_\_\_, hereby request inspections to be  
(Name of New Business)  
conducted for a "change in use or occupancy" at:

1. Location: \_\_\_\_\_
2. Square Footage of space: \_\_\_\_\_ Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_
3. Nature of business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_
4. Owner Name: \_\_\_\_\_ Tel: \_\_\_\_\_
5. Owner Mailing Address: \_\_\_\_\_
6. City/State/Zip: \_\_\_\_\_
7. Previous occupancy of building: \_\_\_\_\_
8. What, if any hazards materials are utilized in your business: \_\_\_\_\_

Fees for inspections:      \$5.00 Plumbing inspection  
                                     \$5.00 Mechanical inspection  
                                     \$5.00 Electrical inspection  
                                     \$5.00 Fire Department inspection  
                                     \$75.00 Occupancy Permit  
**\$95.00 Total –Discover, MasterCard, Visa, Cash/Check payable to:**  
**City of Garfield Heights**

Approved By: \_\_\_\_\_  
Building Commissioner

**\*A Fully Dimensioned floor plan must be submitted with the application\***

A fee of \$35.00 shall be charged for re-inspections due to non-approved materials or incomplete work at the time the regular inspection is called

Amended 09.11.2020