

# OCCUPANCY PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS  
Building Department  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218 • Fax (440) 234-9092  
E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



## **TENANT INFORMATION:**

ADDRESS TO BE OCCUPIED: \_\_\_\_\_ UNIT/SUITE/BLDG # \_\_\_\_\_

TENANT/BUSINESS NAME: \_\_\_\_\_

SQUARE FOOTAGE OF SPACE TO BE OCCUPIED: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

OCCUPANCY LOAD: \_\_\_\_\_ BRIEFLY DESCRIBE BELOW HOW THE TENANT SPACE WILL BE USED:

\_\_\_\_\_  
\_\_\_\_\_

**\*\* \$30.00 PERMIT FEE & FLOOR PLAN MUST BE SUBMITTED WITH APPLICATION \*\***

## **PROPERTY OWNER INFORMATION:**

COMPANY/OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPERTY OWNER/AGENT SIGNATURE: \_\_\_\_\_

**CITY USE:**      **APPROVED** \_\_\_\_\_

**NOT APPROVED** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **USE:** \_\_\_\_\_

**CONSTRUCTION TYPE:** \_\_\_\_\_

\_\_\_\_\_  
**BUILDING COMMISSIONER**

\_\_\_\_\_  
**DATE**