

# OCCUPANCY PLAN APPROVAL APPLICATION



## CITY OF MIDDLEBURG HEIGHTS

Building Department

15700 Bagley Road

Middleburg Heights, OH 44130

Phone (440) 234-2218

Website: [middleburgheights.com](http://middleburgheights.com)

E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



Please submit the completed application with a \$30.00 permit fee and floor plan.

### TENANT INFORMATION/ADDRESS TO BE OCCUPIED:

Street Address	Building/Suite Number	Tenant Name	Contact Name/Number
RITA Withholding Acct # or EIN	Hours of Operation	Number of Employees	Square Footage of Space

### EMERGENCY CONTACT:

Name	Phone Number	E-mail
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### DESCRIBE HOW THE TENANT SPACE WILL BE USED:

### BUILDING/PROPERTY OWNER INFORMATION:

Owner Name	Phone Number			
Street Address	City	State	Zip	E-mail

### APPLICANT INFORMATION: (OWNER OR OWNER'S AUTHORIZED AGENT – IF AGENT, PLEASE SUBMIT WRITTEN AUTHORIZATION)

Applicant/Company Name	Phone Number			
Street Address	City	State	Zip	E-mail

Property Owner/Agent Signature \_\_\_\_\_

### CERTIFICATION:

I certify that I am:  Owner  Owner's Authorized Agent (contractor or design professional)

All information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my (Applicant) e-mail address and copied to the Owner's email address.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR CITY USE ONLY</b>			
DATE RECEIVED:	<input type="checkbox"/> WALK IN	<input type="checkbox"/> MAIL IN	PROCESSED BY: _____
ZONING DISTRICT: _____	USE: _____	CONSTRUCTION TYPE: _____	OCCUPANCY LOAD: _____
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED		
_____ Building Commissioner			_____ Date