



**OCCUPANCY PERMIT APPLICATION**

City of Middleburg Heights  
Division of Building



15700 Bagley Road, Middleburg Heights, Ohio 44130  
Phone (440) 234-2218 • Fax (440) 234-9092  
E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)

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

BUSINESS NAME: \_\_\_\_\_

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

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

BRIEFLY DESCRIBE HOW THE TENANT SPACE IS TO BE USED:

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

PLEASE SUBMIT A DRAWING OF THE FLOOR PLAN FOR THE EXISTING SPACE

PERMIT FEE IS \$30.00 AND MUST BE SUBMITTED WITH APPLICATION

**FOR CITY USE**

ZONING DISTRICT \_\_\_\_\_ DATE INSPECTION REQUESTED \_\_\_\_\_

APPROVED  NOT APPROVED

\_\_\_\_\_  
BUILDING COMMISSIONER APPROVAL

\_\_\_\_\_  
DATE