



CHANGE OF USE OR OCCUPANCY PERMIT APPLICATION

Date Received: _____

Property Information: **Zoning District:** _____ **Tax Map/Lot#** _____

Physical Address: _____
Number and Street Suite Number

Previous Tenant: _____ **Type of Occupancy:** _____
Mercantile (Retail), Assembly-(Restaurant/Bar), Business (Office), etc.

Property Owner : _____ **Telephone:** _____

Legal Mailing Address: _____
Street or PO Box Town/City State Zip

Occupant Information:

Proposed Tenant: _____ **Type of Occupancy:** _____
Mercantile (Retail), Assembly-(Restaurant/Bar), Business (Office), etc.

Contact Name: _____ **Telephone:** _____

Email: _____

The undersigned hereby applies to change occupancy within the property described in this application. The undersigned understands that an approved application for a change of occupancy may also result in the need to submit or apply for additional permits and approvals from the Town of Waterville Valley under the following guidelines:

Building Permit: *Required if you intend to change any floor plan layout inside the building, including partition walls, egress, and/or alarm/life safety systems. Once a building permit is approved and the work complete, an inspection and an Occupancy Permit must be issued prior to occupying the space.*

Planning Board Approval: *May be required if the change of occupancy would create a change of use, site, or building modifications.*

Zoning Board of Adjustment Approval: *May be required if the change of occupancy conflicts with the Town of Waterville Valley Zoning Ordinances, in which a variance or special exception would be applied for.*

Sign Permit Application: *Required for any new or altered signs.*

Signature of Property Owner

Signature of Proposed Tenant

Town of Waterville Valley Office Use Only:

Planning Board Approval: _____ Date: _____

Fire Department Approval: _____ Date: _____

Public Works Approval: _____ Date: _____

Water and Sewer Approval: _____ Date: _____

Approved _____ Building Official _____ Date: _____

Conditions of approval: _____
