



# BENTON METROPOLITAN PLANNING COMMISSION APPLICATION FOR CERTIFICATE OF OCCUPANCY

**DO NOT WRITE IN THIS AREA - OFFICE USE ONLY**

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

Application Number: \_\_\_\_\_

## FEES

- |   |  |   |  |   |
|---|--|---|--|---|
| <input type="checkbox"/> \$60<br>Commercial<br>Building | <input type="checkbox"/> \$100 Business<br>operational<br>without valid CO | <input type="checkbox"/> \$30 Dual Occupancy<br>with same owner | <input type="checkbox"/> \$30 Home Based<br>Business or<br>Business Name<br>Change | <input type="checkbox"/> \$60 Dual<br>Occupancy with<br>different owner |
|---|--|---|--|---|

## CERTIFICATE OF OCCUPANCY REQUEST

- |  |   |
|--|---|
| <input type="checkbox"/> New Construction<br><input type="checkbox"/> New Business<br><input type="checkbox"/> Temporary Use | <input type="checkbox"/> Outside City Limits (Parish Address)<br><input type="checkbox"/> Ownership Change<br><input type="checkbox"/> Other (Please specify) _____ |
|--|---|

## PROPERTY INFORMATION

Name of Applicant: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Owner of Business (if different from applicant): \_\_\_\_\_

Business Name / Name of Occupant: \_\_\_\_\_

\*Mailing Address (mailing address must be given if business location is in a mall, is an itinerant vendor or temporary occupant i.e. firework sales, snow cone or crawfish sales etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING QUESTIONS. ATTACH A SEPARATE SHEET IF NECESSARY.

Describe your commercial business in detail: \_\_\_\_\_  
\_\_\_\_\_

How many persons will be employed by your business? \_\_\_\_\_

How many employees will work on site? \_\_\_\_\_

Business hours of operation? (Include all days of the week) \_\_\_\_\_

What is the square footage of the commercial space? \_\_\_\_\_

Does the business involve the use of chemicals / hazardous materials? \_\_\_\_\_

What types of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted materials will be stored on the site? Described quantity, type of container, etc. (if applicable) \_\_\_\_\_

How many commercial deliveries or pick-ups do you expect each week? \_\_\_\_\_

Will the commercial operation produce noise, obnoxious odors, vibrations, smoke, fumes, heat or dust? If yes, please explain: \_\_\_\_\_

Will you require tractor trailers, semi-trucks, trailers, or heavy equipment for you commercial business? If yes, please explain: \_\_\_\_\_

**NOTICE TO APPLICANT**

Application for a Certificate of Occupancy for the use of a new or existing structure, vacant land or a change in the character of the use of land, shall be made before any such structure or land is occupied or used, and a Certificate of Occupancy shall be issued by the office of the Benton Metropolitan Planning Commission within three (3) clear legal days if such proposed use or change, is in compliance with the provisions of the ordinance.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**TO BE COMPLETED BY MPC OFFICE**

Zoning Classification: \_\_\_\_\_

Is properly zoned

Is not properly zoned

\_\_\_\_\_  
MPC Office Representative Signature

\_\_\_\_\_  
Date