



CHANGE OF USE / OCCUPANCY PERMIT APPLICATION

Permit #COO _____

Submit this application with applicable fee to:

Marceline City Hall
 116 N. Main Street USA
 Marceline, MO 64658

Any building located in a zone designated as C-1 (General Commercial District) or C-2 (Highway Service Commercial District) that has a change in use / occupancy is required to obtain a Change of Use / Occupancy Permit for a Certificate of Occupancy (COO), even where no alterations are planned or required by code. Upon application, an initial inspection will be conducted. A COO Certificate and this signed permit application will be issued upon determination by the City Building Official that any identified deficiencies have been addressed, and may involve more than one inspection.

Address of Property specific to this application	
	Zone: <input type="checkbox"/> C-1 <input type="checkbox"/> C-2
Building Use	
Proposed Use: Proposed Business Name: Alterations planned or completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is space currently Vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No Current Use (or previous use if vacant):
Applicant	Property Owner
Name: _____ Address: _____ City / Zip: _____ Phone: _____ Email: _____	Name: _____ Address: _____ City / Zip: _____ Phone: _____ Email: _____
Structural Information	
Square Feet: _____ Stories: _____ Foundation Type: _____	Building Construction Type: _____ Number of Exits: _____ Fire Suppression Present? <input type="checkbox"/> Yes <input type="checkbox"/> No

Explain in detail what portion of structure will be occupied: i.e. how much space, what floor(s), etc.

Consent, Authorization and Signatures

I understand and will adhere to the following:

1. Use of the space subject to this application may not be used by the public prior to issuance of this permit.
2. This application may be subject to a Marceline Planning & Zoning Board Hearing if it is determined that any portion of this application requires a variance to the City's Planning & Zoning Ordinance (Ord. #6.404).
3. All work related to this application must meet the building code requirements of the International Code Council (ICC) and all applicable Federal, State and Local building code requirements.
4. Any modification to the information provided in this application during the course of construction must be approved by the City Manager or his designee.

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the occupancy described has been authorized by the owner of record. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the City Building Official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge or information and belief. I understand that false statements herein will invalidate this application. The undersigned understands that completion of this form does not allow occupancy of the premises.

Signature of Applicant: _____ **Date:** _____

Fee	Amount Paid
\$25.00 <i>(City of Marceline Code of Ordinances Title V, Chapter 500)</i>	\$ _____ Check # _____

Permit Issuance Information

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Marceline Code of Ordinances, that the same has been approved and entered into the records of the City. A Certificate of Occupation will be issued following a final close out inspection upon request.

Name

Signature

Title

Date Approved / Permit Issued

