

City of Salisbury

Department of Infrastructure & Development
125 N. Division Street, Room 202
Salisbury, MD 21801
Phone: 410-548-3130 Fax: 410-548-3107
www.salisbury.md

Permit #: _____

CHANGE OF OCCUPANCY PERMIT APPLICATION

Location Address _____ Floor _____ Suite _____

Property Owner Information

Occupant Information

Name _____	Business Name _____
Company _____	Owner/Manager _____
Address _____	Mailing Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Day Phone _____ Cell _____	Day Phone _____ Cell _____
E-mail _____	E-mail _____

Business Details

Total sq. ft. of the business: _____ Total bldg. sq. ft. (if known) _____ Construction Type (if known) _____

If known, describe the previous use of the building/space: _____

Describe the proposed use of the building/space: _____

Contact Person

(Contact person will receive ALL correspondence, notices and questions regarding the permit processing and inspections)

Name _____ Phone _____ E-mail _____

*I **hereby certify** that I am the business owner/tenant or authorized agent qualified to complete this application and the facts and declarations of intent set forth above are true and are intended to be relied upon by the established officials of the City of Salisbury. I have also read and understand the process as outlined in the Application Instructions.*

Printed Name _____

Signature _____ Date _____

Approvals

Building Official _____ Date _____

Zoning Administrator _____ Date _____

Fire Marshal _____ Date _____

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Instructions

Any time the use of a building or space within a building changes, the City of Salisbury Building Code requires a permit be issued to ensure that the space is compliant with the City Building, Zoning, and Fire Codes.

The Building Official will only issue a Certificate of Occupancy when the building is found to be in compliance with current code requirements for the proposed use.

Process Steps

1. Research the property and building prior to signing a lease or purchasing the property.
 - a. Contact the Department of Infrastructure and Development to confirm that the proposed use is permitted in that location by the City Zoning Code;
2. If building alterations will be performed then a building permit will be required. The change of occupancy and the building permit process will be done concurrently and you may disregard this application.
3. Otherwise, submit this application
 - a. Depending on the nature of the change in occupancy the Building Official and/or the Fire Marshal may require site and/or floor plans be submitted for review prior to inspections;
 - b. For smaller projects you may be able to complete step 4 at the same time as you submit the application.
4. Schedule an occupancy inspection
 - a. The premises should be set up for business, but prior to the official opening;
 - b. It may take up to three business days to schedule the inspection to ensure all applicable inspectors are on site at the same time.
5. Be present at the inspection.
 - a. The inspectors will notify you at this time if additional work is required before you can open your business;
 - b. You cannot open your business until you have passed all inspections.
6. A Certificate of Occupancy will be issued only after all applicable inspectors have signed off.