City of Sanford / County of Lee / Town of Broadway

CHANGE OF OCCUPANCY PERMIT APPLICATION

115 Chatham Street, Sanford, NC 27330

Telephone (919) 718-4654 www.sanfordnc.net Fax (919) 718-4636

APPLICATION DATE:_____ **CHANGE OF OCCUPANCY PERMIT FEE $60.00**

ADDRESS:_____**UTILITIES:** ☐ **City/County Water** ☐ **Well**
☐ **City/County Sewer** ☐ **Septic Tank**

Before a Change of Occupancy Permit will be issued, a detailed floor plan of existing and proposed must be submitted with this application.

APPLICANT NAME:_____PHONE#:_____

APPLICANT ADDRESS:_____

PROPERTY OWNER NAME: _____PHONE #:_____

PROPERTY OWNER ADDRESS:_____

PRIOR OCCUPANCY TYPE: _____

PRIOR BUSINESS NAME:_____

PROPOSED OCCUPANCY:_____

PROPOSED BUSINESS NAME:_____

****Office Use Only****

ZONING DEPARTMENT REVIEWED SECTION

☐ APPROVAL ATTACHED? REVIEWED BY:_____DATE REVIEWED:_____

COMMENTS *(If any)*:_____

FIRE DEPARTMENT REVIEWED SECTION

☐ INSPECTED/ REVIEWED BY:_____ DATE REVIEWED:_____

COMMENTS *(If any)*:_____

BUILDING INSPECTOR REVIEWED SECTION
(Renovations will require other permits).

☐ INSPECTED/ REVIEWED BY:_____DATE REVIEWED:_____

COMMENTS *(If any)*:_____