



Permit # \_\_\_\_\_

**Application for Change of Occupancy**

**Division of Building Services**

P.O. Box 736, 300 W. Ash, Room 201, City County Building  
Salina, KS 67402-0736 – Phone: 785-309-5715

Street Address \_\_\_\_\_ Suite \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Owner \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Describe the previous use and describe the proposed use: \_\_\_\_\_

Mail Certificate To: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The undersigned hereby applies for a Certificate of Occupancy (Change of Occupancy) to comply with Section 42-728 of the City of Salina Code. Once a complete application is submitted and the fee is paid, a site inspection will be scheduled.

Applicant Name-PRINT \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Official Use Only**

Date/Time of inspection: \_\_\_\_\_

	<b>Building Services Dept.</b>	Indicate with an "X" departments involved in the review for this permit. ← Complete the information at the right. →	<b>Inspection Required? Y-N</b>	
	<b>Fire Department</b>		<b>Date Inspection Performed</b>	
	<b>Planning Department</b>		<b>Previous Occupancy Class</b>	
	<b>Engineering Department</b>		<b>New Occupancy Class</b>	
	<b>Health Department</b>		<b>Type of Construction</b>	
	<b>Utilities Department</b>		<b>Zoning Class</b>	

Occupancy Approved By \_\_\_\_\_ Date \_\_\_\_\_

Building Official

**Fee: (per Comp. Fee Schedule) due at time of application** Receipt Number \_\_\_\_\_ Date Paid \_\_\_\_\_

Fee is subject to change without notice

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## **What do I need to have in order to submit this application?**

1. A completed and signed application (BLF-045)
2. A completed “Process and Storage Information” form (BLF-106)
3. A Code Footprint (prepared by a licensed architect)
4. Payment of the application fee (non-refundable), per the adopted Comprehensive Fee Schedule. Fees subject to change without notice.
5. There are additional submittal requirements if the use will include any food service, food prep or packaged food sales.