IF ANY CONSTRUCTION IS BEING DONE IN THE BUILDING, A BUILDING PERMIT IS REQUIRED

APPLICATION FOR AN EXISTING BUILDING CERTIFICATE OF OCCUPANCY

CHANGE OF TENANT PERMIT

DATE OF APPLICATION: ______________________________ **TMS#** __________________________

NAME OF BUSINESS: ____

BUSINESS OWNERS NAME: __________________________________ **PHONE #:** ________________

MAILING ADDRESS: ____

LOCATION OF BUSINESS: ____

PROPERTY OWNER'S NAME: ____

PROPOSED USE OF BUSINESS: ____

PREVIOUS USE OF BUILDING: ____

1. **A receipt from the Georgetown County Water & Sewer District must be submitted.**
2. **The application must be approved by the Zoning Department.**
3. **Call for an inspection by the Fire Department.**
4. **After the Zoning Department and the Fire Department have given their approvals, a Certificate of Occupancy will be issued. The Electric Company requires a Certificate of Occupancy before electrical service can be transferred or provided to the business.**

I hereby certify that I have read and understand the above. All information shown on this page is correct and true.

__________________________________ __________________________

Applicant Signature **Date**

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FOR OFFICE USE ONLY

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Zoning Department Approval: ___________________________________ ________________________

Signature **Date**

Fire Department Approval: ____________________________________ ________________________

Signature **Date**

THERE WILL BE A $25.00 CHARGE FOR INSPECTION OF THE BUILDING WHICH MUST BE PAID PRIOR TO INSPECTION.

FOR OFFICE USE ONLY

FEES PAID ___________ **YES**

___________ **NO**