



TOWN OF DEWEY-HUMBOLDT

"Arizona's Country Town"

Commercial Change in Use/ Certificate of Occupancy Permit Application

Community Development
PO Box 69 - Humboldt, AZ 86329

www.dhaz.gov

Phone: 928-632-7362; Fax: 928-632-7365

COMMERCIAL CHANGE IN USE/CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

Instructions: 1) Please print or type.
2) Attach an 8 1/2" x 11" floor plan (required)

Project Valuation/
Cost to Occupancy: \$ _____

Date Submitted: _____ Permit #: _____ Parcel #: _____

Business Name: _____

Applicant's Name: _____

Applicant's Email: _____ Phone #: _____

Business Address: _____ Alt Phone #: _____

City: _____ State: _____ Zip: _____

Building Owner's Name: _____ Phone #: _____

Building Owner's Address: _____ Alt Phone #: _____

City: _____ State: _____ Zip: _____

What business is currently, or has most recently, occupied this business site?: _____

If applicable, what other businesses are located in this building or on this site?: _____

sq. ft. of general floor area?: _____ sq. ft. of public floor area?: _____

If 5,000 sq. ft. or above, a Fire Marshal inspection is required.

All businesses require a 2A10BC Fire Extinguisher on site. Yes No

If applicable, all commercial occupants are required to meet the requirements for handicapped parking and access pursuant to A.R.S. §§ 41-1492.01 et seq.

of ADA Handicapped parking spaces?: _____ # of parking spaces?: _____

of wall mounted business signs?: _____ # of free standing signs?: _____

is this site landscaped?: Yes No

outdoor lighting?: Yes No How many?: _____

Do you intend to do any internal/external improvements to the building(s)?:

Please describe type (Ex: plumbing, sink, electrical, partitions, ADA restroom, etc.): _____

Note: A Building Permit will be required for any tenant improvement(s).

Note: Improvements must be permitted and inspected PRIOR TO OCCUPANCY.

Payment Date:		Initials:	
Payment Amount:			
Description:	Deposit <input type="checkbox"/>	Paid in Full <input type="checkbox"/>	
	Check <input type="checkbox"/>	Cash <input type="checkbox"/>	CC <input type="checkbox"/>
Receipt #:		Date permit final:	

Business Information

1. Normal operating schedule?: hours/day _____ days/week _____
2. # of employess?: _____
3. Will this facility use? (check appropriate):
 - Floor Drains Silver Recovery Systems Lint Traps
 - Oil/Water Separators Sand Interceptors Other
4. Do you, or will you, store or use chemicals on site in excess of normal household quantities?
 Yes No
5. Do you, or will you, store or use petroleum or non-petroleum oils or greases in your business?
 Yes No
6. Are guns part of this business? Yes No
If yes:
No more than 20 lbs. of smokeless propellant in containers of 1 lb. or less.
No more than 1 lb. of black powder shall be displayed.
No more than 10,000 small arms primers.

Statement of Certification

**I certify that the information contained in this application
is true and complete to the best of my knowledge.**

Name (printed): _____ Date: _____

Signature: _____



Town of Dewey-Humboldt

Commercial Change in Use Certificate of Occupancy Process

The Town of Dewey-Humboldt has developed the following, in the interest of making clear the process for the administration of Town Code Section 150.02 Building Code., to govern the application for a Change in Use/Certificate of Occupancy of a commercially zoned property.

NOTE: As a first step, you are advised to contact Town Hall to verify that the the use proposed for the space to be occupied is permitted by the underlying zoning.

TOWN CODE

SECTION 102.10 —CHANGE IN OCCUPANCY is added as a new section to read as follows:

102.10 —Change in Occupancy. It shall be unlawful to make a change in the occupancy of any structure which will subject the structure to any special provisions of this code applicable to the new occupancy without approval. The building official shall certify that such structures meets the intent of the provisions of law governing building construction for the proposed new occupancy and that such a change of occupancy does not result in any hazard to the public health, safety or welfare.

Complete Commercial Change in Use/Certificate of Occupancy Permit Applications shall be submitted to the Town for review and approval, **prior to** the commencement of any new commercial occupancy.

Following submittal, the Commercial Change in Use/Certificate of Occupancy Permit Application, will be routed to the Town's Building Official and the Fire Marshal for review, and certification that the occupancy will meet the intent of the Town's Building and Fire Codes. Any comments and/or changes required in the submittal material and deficiencies in submittals needed to facilitate the further review of the application, will be communicated by both agencies to the Town and subsequently to the applicant. The applicant will be responsible for responding in full to the changes and comments from reviewers before any further consideration of the application.



Town of Dewey-Humboldt

Directions to Site

- An actual detailed line map is needed, not written instructions.
- Use starting point of Highway 69 (a North to South road).
- Make sure **street names** and north arrows **ARE readable**.
- If the map is not adequate, it could cause a delay in issuing your permit.

Parcel #: _____ Address: _____



TOWN OF DEWEY-HUMBOLDT Floor Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature _____

Date _____

Orientation of Plot Plan

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

A P N

Zoning: _____

Stories: _____

Height: _____

Slope: _____ %

FY: _____

RY: _____

EY: _____

IY: _____

LC: _____

Lot Area _____

Lot % _____

Density Used: _____

Scale: _____

North Arrow

MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 ½" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

COMMERCIAL CHANGE IN USE/CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

PLEASE NOTE: This page to be completed and signed by Town of Dewey-Humboldt officials.

Parcel #: _____ Zoning District: _____

Building Department Inspection by: _____ Date: _____

Present Occupancy Group: _____ Proposed Occupancy: _____

Existing Construction Type: _____

Number of Stories: _____

Number of existing restroom facilities: _____ Handicapped: _____

Electrical Service Size: _____ AMPS or Subpanel: _____

Building Department Requirements or Comments: _____

Building Inspector Signature: _____ **Date:** _____

Zoning Department Requirements or Comments: _____

Zoning Inspector Signature: _____ **Date:** _____