



County of Stafford Department of Public Works

Occupancy Permits for New or Change of Name Tenant Spaces

Information required on plans for building plan review and occupancy permit issuance. Please include this form with your completed *Commercial Change* application.

1. Address and suite number (if applicable) of building USE location.
2. TYPE of USE GROUP _____
(What type of business, ex.: fix cars, lawyer office, hair salon, gym, church)
3. TYPE of CONSTRUCTION _____
(What is the building constructed of? Brick, concrete, wood frame, metal frame?)
4. ADJACENT USE GROUPS _____
(Who is your neighbor and what do they do? If the building is a strip center—need all use groups, tenant names, and building dimensions.)
5. Provide a drawing or sketch of building and tenant space. Be sure to include all rooms and their dimensions, bathrooms, all doors, their sizes and hardware type, all rooms must be labeled.
6. PREVIOUS USE GROUP _____
(Who was in the suite or space before you and what type of business?)

THIS INFORMATION MUST BE PROVIDED IN ORDER TO COMPLETE A BUILDING PLAN REVIEW AND APPROVE THE NEW OR EXTENDED USE GROUP FOR THE SUCCESSFUL ISSUANCE OF THE OCCUPANCY PERMIT.