



## **BUSINESS USE CERTIFICATE APPLICATION**

*The purpose of the business use certificate is to provide an administrative review process to ensure compliance with city code prior to the establishment or change of any business within Spring Park. No person, firm, corporation, or other entity shall conduct any business within the city without having first obtained a valid business use certificate from the City. The City shall not issue any building permit or sign permit to a new business entering the city prior to receiving application for a business use certificate.*

*The following information is intended to be shared with the fire department and police department to ensure the City can provide adequate safety services to all businesses in the community.*

**Instructions. Complete and return this application to the City Hall, along with the following items:**

- 1) Graphic or written demonstration of the size of the business use(s) / the floor area of individual business uses within the building (i.e. office, retail, storage, etc.).
- 2) A scaled site plan drawing is required when the following applies: a change in business tenancy / occupancy may result in a change in on-site traffic patterns, amount of required parking, or modification, enlargement or construction of an addition to an existing building, or exterior site improvements.
- 3) Graphic or written demonstration of required parking for the business use.
- 4) The proposed sign plan, showing exterior building or freestanding business signs.
- 5) A narrative describing storage, handling, use, and disposal plans for any hazardous substances, materials or devices, including any flammable or toxic materials.

**A complete application shall include a completed and signed application form, payment of the required fee, and the additional submissions detailed above.**

**PROPERTY INFORMATION**

Property Identification Number (PID):
Street Address:
Legal Description:
Other information:

**BUSINESS CONTACT INFORMATION**

<b>Business Name:</b>	<b>Owner of Building:</b>
	Business Name:
Street Address	Street Address
City, State, Zip	City, State, Zip
Office Phone Number	Office Phone Number
Fax Number	Fax Number
Email	Email
Website	

<b>Primary Contact:</b>	<b>Secondary Contact:</b>
Street Address	Street Address
City, State, Zip	City, State, Zip
Office Phone Number	Office Phone Number
Fax Number	Fax Number
Email	Email

**DESCRIPTION OF REQUEST (attach additional sheets as necessary)**

Existing Business Use of Property:

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