

TOWN OF WOLFEBORO

APPLICATION FOR CHANGE OF OCCUPANCY

Office of Planning & Development 569-5970

Fee \$25

Tax Map #: _____

Property Information:

Zoning District _____

Physical address of property: _____

Requesting Approval as: _____

Occupant Information:

Name _____

Telephone #: _____

Legal Mailing Address: _____
Street or PO Box
Town/City
State
Zip

 Signature of Occupant

Date: _____ 20____

Owner Information (if different):

Name _____

Telephone #: _____

Legal Mailing Address: _____
Street or PO Box
Town/City
State
Zip

 Signature of Owner

Date: _____ 20____

REQUIRED: Application will not be accepted without the documentation listed below.

- EXISTING FLOOR PLANS & ELEVATIONS PROPOSED FLOOR PLANS & ELEVATIONS SITE PLAN

A Certificate of Occupancy must be issued before you are permitted to use the space

Approvals required:

T.R.C. Approval	Date of Approval _____	Certificate of Occupancy Approval Number: _____
Planning Board Approval	Date of Approval _____	_____
Z.B.A. Approval	Date of Approval _____	

Use approved : _____ **F/R :** _____

 Building Official

Date Application Complete: _____ Date Permit Approved: _____

Zoning	Assessing	Fire/Rescue	W&S	Building Code

A **Certificate of Occupancy approval number** must be achieved before you are permitted to occupy or use the space including furnishing and storage of goods.

If your application is approved for a *Change of Occupancy or Use* you may also need to submit a **Building Permit Application** if you intend to change anything inside the building including partition walls. Once the Building Permit application is approved and the work complete, your **Certificate of Occupancy** must be approved before the space may be used or occupied.

If your application is returned indicating that the *Change of Occupancy* would create a *Change of Use*, a **T.R.C.** or **Planning Board** approval will be necessary.

If there is a conflict with Wolfeboro's zoning ordinances, a variance from the **Z.B.A.** will be necessary.

If your application is approved for a *Change of Occupancy* or *Change of Use* please submit a **Sign Application** for any new signs.

We would be happy to assist you with any additional applications required