# ATTENTION Business Owners:

**Business Occupancy Checklist**

Town of Sardis 114 West Lee Street Sardis, MS 38666

662-487-2371

662-487-3389 (Fax)

To obtain and legally establish a business in the Town of Sardis, this form must be completed and initialed by all appropriate parties. The description shown below is the order and process needed for approval. **No business shall enter or occupy** said building in the Town of Sardis until this form is completed. **Violation** of this process will result in denial of any occupancy of this application, and/or a citation to appear in municipal court.

# Name of Proposed Business:

**Address of Proposed Business:**

**Business Owner: Email:**

**Owner’s Address: New Bldg. Phone: Existing Bldg. 1st Step- City Hall:**

What is the zoning of this property?

Is this type of business allowed in the specific location shown? Is there any further process needed (i.e. Conditional use, site plan, rezoning) for approval? Does this qualify for “Central Bus. District exemption” **YES NO**

Process Completed:

City Official Initials

# 2nd Step- The Building Department: (Use and Occupancy Final)

Date:

Has the property been inspected by the Building Official? Does the Building Official have any further comments?

Process Completed:

Building Official Initials

Date:

Rev. 10/18 1

# 3rd Step- Fire Marshal:

Has the property been inspected by the Fire Marshal? Does the Fire Marshal have any further comments?

Process Completed:

Fire Marshal Initials

Date:

# 4th Step- The Building Department:

**(Certificate of Occupancy Issuance)**

Certificate of Occupancy Issuance Date:

Process Completed:

Building Official Initials

# 5th Step- Business License:

Date:

Business License Approved by: License #:

Process Completed:

Clerk’s Office Official Initials

Date:

Rev. 10/18 2