

City of Florence, Mississippi Change of Occupancy Application

SUBMITTAL REQUIREMENTS FOR A CHANGE OF OCCUPANCY

1. Submit a change of occupancy application
2. Submit a floor plan drawn to scale showing
 - Overall dimensions, all walls and rooms
 - Location of all restrooms with plumbing fixtures
 - All exits, doors, halls, and windows with dimensions
 - All rooms or areas named and labeled as to the use
 - Businesses such as churches, restaurants, bars, etc. must provide a seating layout
 - Mechanical plans if changes to the heating, ventilation or air conditioning system will be made.
 - Electrical plans if changes to the electrical system will be made.
 - Plumbing plans if changes to the plumbing system will be made.
 - Placement of furniture must be shown

The plan does not need to be drawn by a licensed design professional.

3. You may be required to submit additional information depending on the exact uses, such as ventilation

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Change of Occupancy Application

1. Address of Building _____
2. Occupant/Tenant Name _____
3. Contact Name _____
4. Email _____
5. Telephone _____ Fax _____
6. Emergency Contact Name _____
7. Telephone _____
8. Current Zoning of Building _____
9. Is the property located in a floodplain? Yes No
10. Prior Use: Office Restaurant Retail Educational Industrial
 Other _____
11. Proposed Use: Office Restaurant Retail Educational Industrial
 Other _____
12. Proposed Occupancy: _____
13. Hours of Operation: _____
14. Number of Occupants proposed _____
15. Number of Employees proposed _____
16. Gross Square footage of building/space _____
17. Number of parking spaces provided _____
18. Number of handicap parking spaces provided _____
19. Number of commercial vehicles owned by the company (if any): _____
20. Sprinkler System? Yes No
21. Fire alarm and detection system? Yes No
22. Grease Trap? Yes No
23. Food Service Planned? Yes No
- If food service is planned then separate Health Department approval will be required.*
24. Interior/Exterior construction changes proposed: Yes No
 Changes must be shown on floor plan.
25. Changes in signage proposed: Yes No
 Drawing of sign with dimensions must be submitted with sign application.

Applicant Signature: _____ Date: _____