

City of Robbinsdale



Certificate of Occupancy Permit

4100 Lakeview Ave N Robbinsdale, MN 55422

◆ Phone 763-531-1268

permits@robbinsdalemn.gov

This is a request for review and/or inspection of a commercial, industrial, public or multi-family building in which the business and/or zoning use will change. Upon submittal, city staff will review this application to determine which of the following will be issued by the city upon compliance.

1. **Certificate of Occupancy:** A certificate will be issued when there is a change of use as defined by the building and zoning codes and the building is found to comply with current code requirements for the proposed use.

GENERAL INFORMATION: Submit the following information with this application

1. **Floor Plan:** An indoor floor plan showing room sizes and describing how each room was used by the previous use and will be used by the proposed business.
2. **Site Plan:** An exterior plan showing the number of parking spaces available on the site.

PROPERTY ADDRESS: _____ YEAR CONSTRUCTED: _____

NAME OF PROPOSED BUSINESS: _____ CONTACT #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ EMAIL: _____

NAME OF PROPERTY OWNER/MANAGER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SQUARE FOOTAGE OF SPACE: _____ DOES THIS SPACE HAVE FIRE SPRINKLERS YES NO

PREVIOUS BUSINESS INFORMATION

Describe the business that last occupied the space. Do not write "vacant" unless this is a new building, and you are the first to occupy it. Do not fill in this space with information about your proposed business.

NAME OF PREVIOUS BUSINESS: _____

DESCRIBE PREVIOUS BUSINESS, LIST ACTIVITIES CONDUCTED:

PROPOSED BUSINESS INFORMATION:

Use this space to describe your proposed business, list activities you will conduct.

Inspections made by the city are part of the city's duty to the general public to further compliance with city codes. Inspections do not constitute any representation, guarantee or warranty, implied or expressed, to the owner, buyer or any other individual as to the condition of the building or conformance to applicable codes. The undersigned acknowledges that they have read this application, that the information is correct, and that the owner agrees to comply with applicable provisions of the City of Robbinsdale city code.

PRINT NAME & SIGNATURE: _____ DATE: _____