

Received:

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344  
Phone: (937) 845-9492 • [planning@newcarlisle.net](mailto:planning@newcarlisle.net)

Permit No. \_\_\_\_\_

Authorized City Signature  
(Office Use)

**APPLICATION FOR  
CHANGE OF USE / OCCUPANCY PERMIT**

**\$25**  
Application Fee

**APPLICANT INFORMATION** (REQUIRED)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PERMIT LOCATION INFORMATION** (REQUIRED)

Business / Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business / Company Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Former Business Name of Location (if known): \_\_\_\_\_

Square Footage of Space: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

Number of Entrances/Exits: \_\_\_\_\_ Sprinkler System (yes / no): \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Do you own/lease/rent property? \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

**FIRE INSPECTIONS** (REQUIRED)

The New Carlisle Fire Department will review Site and Floor Plans. Upon review, inspections will be conducted to ensure the Fire and Safety Codes are in compliance.

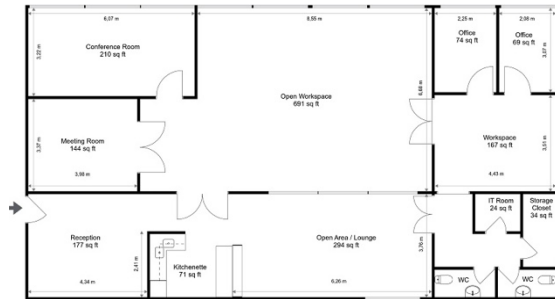
**APPLICATION FOR  
CHANGE OF USE / OCCUPANCY PERMIT  
(CONTINUED)**

**SITE PLAN WITH FLOOR PLANS *(REQUIRED)***

A Site Plan and Floor Plan is required to be submitted along with this application and must include the following;

- Site Plan
  - Site Plan indicating parcel lines
  - Building(s) and accessory structures
  - Building entrance and exit doors location
  - Parking lot indicating parking, entrances and exits
  - Any existing free-standing signage *(Sign Permits are Required for any new signage)*
  - Fencing
  - Dumpster area
- Floor Plan
  - Building outline
  - Building layout showing all spaces/offices/rooms/bathrooms/Electrical/Mechanical
  - All entrance and exit doors
  - Fire extinguishers locations

**FLOOR PLAN EXAMPLE**



**SITE PLAN EXAMPLE**



**THE PROPERTY OWNER(S) AND BUSINESS OWNER(S) CERTIFIES THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE AND AGREES TO COMPLY WITH ALL CITY OF NEW CARLISLE, OHIO ORDINANCES AND ZONING REGULATIONS.**

**APPLICATION FEE: \$25**

**APPLICANT'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_**

**PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_**

*(Office Use Only)*

PERMITTED USE IN DISTRICT: YES / NO

CONDITIONAL USE PERMIT REQUIRED: YES / NO

CONDITIONS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(City Staff)*

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(Fire Staff)*