

Received:

(Office Use)



City of New Carlisle, Planning Department  
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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.

