

Received:

(Office Use-REVISED 11/25)



City of New Carlisle, Planning Department
331 South Church Street, New Carlisle, Ohio 45344
(937) 845-9492 • planning@newcarlisleohio.gov

Permit No. _____

Authorized City Signature
(Office Use)

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

\$30

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.

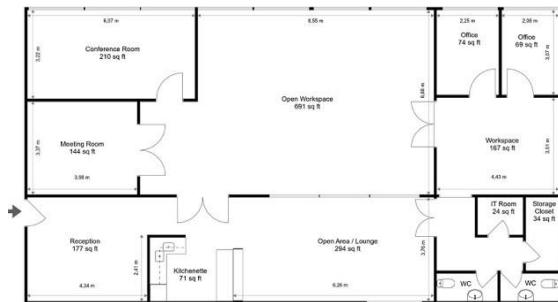
**APPLICATION FOR
CHANGE OF USE / OCCUPANCY PERMIT
(CONTINUED)**

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: \$30.00

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)