

COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
(for office use only)

For use ONLY when no construction, maintenance, renovations or other interior or exterior structural or lot changes are proposed. Application Fee to be paid at time of application. See current fee structure.

Please complete and provide all required attachments. Incomplete applications will be returned to the applicant. Inspections must be scheduled with the Department of Development Services prior to issue of CO.

Applicant: Name: _____ Phone: _____

Email: _____ Address: _____

Property Owner: Name: _____ Phone: _____

Email: _____ Address: _____

Business Owner: Name: _____ Phone: _____

Email: _____ Address: _____

Project Location/Address: _____

Parcel number(s) of location: _____

Business Name, Type _____

Current Use: _____ **Proposed Use:** _____

Zoning District: _____ **Use Allowed by:** Right ___ Compatibility ___ Flexibility ___

Hours of Operation: _____ **Number of Employees:** PT ___ FT ___

Is food service or use of a commercial kitchen proposed? Yes ___ No ___

Occupancy Type (select one): New Business ___ Change of Ownership ___ Business Name Change ___

Is commercial activity home based? Yes ___ No ___

If yes, select type: Home Business ___ Home Occupation ___ Day Care Home, Small ___ Day Care Home, Large ___

Required Attachments:

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission _____
2. Mississippi Department of Revenue State Tax Number (EIN) with City of Tupelo License Designation _____
3. Mississippi Department of Health approval, if applicable _____
4. Accessory Use application, if applicable _____
5. Compatible Use, Flexible Use, Variance Application, if applicable _____
6. Additional Forms, Standards, and Documentation required for Medical Cannabis Establishments, Adult Entertainment Establishments, Beer and Light Wine Sales, Truck Stops, Congregate Living Facilities, see Chapter 11 of City of Tupelo Development Code. Accessory Use application required for Beer & Wine Sales, Outdoor Dining, Storage, Display, all accessory structures. _____

Note: A City of Tupelo Privilege License may be acquired only after a Certificate of Occupancy permit has been granted.

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code and that I have received, or retained, a copy of this application. I further understand that if I am not the property owner, notarized permission from the property owner is required for application to be processed.

Applicant Signature _____ Date: _____