



# COMMERCIAL CERTIFICATE OF OCCUPANCY APPLICATION

City of Tupelo | Department of Development Services

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Email: [permits@tupeloms.gov](mailto:permits@tupeloms.gov)

MUNIS \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

*(for office use only)*

**Permit Fee: \$100.00 (Non-refundable)**

## PROJECT DESCRIPTION

### PROJECT/BUSINESS LOCATION:

(ADDRESS OR PARCEL REQUIRED): \_\_\_\_\_

### PROJECT TYPE:

Business Owner Change \_\_\_\_\_ Business Name Change \_\_\_\_\_ Business Location Change \_\_\_\_\_

New Business \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

## CONTACT INFORMATION

### BUSINESS INFORMATION:

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

### PERSON OF CONTACT INFORMATION:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### BUSINESS OWNER CONTACT INFORMATION:

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### PROPERTY OWNER CONTACT INFORMATION:

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**\*PLEASE SEE REVERSE SIDE\***

**Required Attachments (all required attachments must be submitted BEFORE a permit can be issued)**

- 1. Recorded deed; if owner and applicant are not the same, current lease and owner permission \_\_\_\_\_
- 2. Copy of Menu, if food is being sold \_\_\_\_\_
- 3. State Beer License, if beer or alcohol is being sold \_\_\_\_\_
- 4. Beer & Wine Application, if applicable \_\_\_\_\_
- 5. Other \_\_\_\_\_

I hereby certify the above information is true and correct and completed in accordance with the Tupelo Development Code. 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: \_\_\_\_\_