



# Verification of Change of Occupancy or Use

## BUILDING INSPECTION DIVISION

8101 Ralston Road, Arvada, CO 80002

Inspection Requests: [www.arvadabuild.org](http://www.arvadabuild.org) • 720-898-7630

OFFICE 720-898-7620 • FAX 720-898-7603

Arvada City Codes, Chapter 18 requires that before changing the use or occupancy of a building, the new use or occupancy must be approved by the building official and a new Certificate of Occupancy issued.

Fill out this form and mail or deliver it to: City of Arvada, Building Inspection Division attn: Jim Johansen, Assistant Building Official.

BUILDING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT USE \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

BUILDING OWNER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OCCUPANT BUSINESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OCCUPANT ADDRESS \_\_\_\_\_

PREVIOUS USE (Example: Retail Store) \_\_\_\_\_ INTENDED USE (Example: Restaurant) \_\_\_\_\_

**DESCRIPTION OF PROPOSED USE OR USES:**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE IDENTIFY THE TYPE OF CONSTRUCTION: (IF KNOWN)**

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE FILE IN THE SQUARE FOOTAGE FOR THE FOLLOWING AREAS OF THE BUILDING:**

BASEMENT	FLOOR AREA:	USE:
1 <sup>ST</sup> FLOOR	FLOOR AREA:	USE:
2 <sup>ND</sup> FLOOR	FLOOR AREA:	USE:
3 <sup>RD</sup> FLOOR	FLOOR AREA:	USE:

NO PERSON, FIRM OR CORPORATION SHALL ERECT, CONSTRUCT, ENLARGE, ALTER, REPAIR, MOVE, IMPROVE, REMOVE, CONVERT OR DEMOLISH ANY BUILDING OR STRUCTURE IN THE CITY OF ARVADA OR CAUSE THE SAME TO BE DONE WITHOUT OBTAINING A BUILDING PERMIT.

THE UNDERSIGNED CERTIFIES TO THE ACCURACY OF ALL MEASUREMENTS AND INFORMATION SHOWN HERIN AND AGREES TO ABIDE BY ALL CITY OF ARVADA ORDINANCES WITH REGARD TO THE USE OF THE ABOVE REFERENCED BUILDING OR SPACE.

OWNER'S SIGNATURE		DATE	
LESSEE'S SIGNATURE		DATE	
PLANNING DEPT		DATE	
BUILDING DEPT		DATE	
FIRE DISTRICT		DATE	