



APPLICATION COMMERCIAL OCCUPANCY PERMIT

Permit: _____

Filing Fee \$ 15.00

APPLICANT INFORMATION

Name	Address	Date of Application
City	State	Zip Code
Applicant's Signature		Phone Number 1
		Phone Number 2

*You have 14 days from the date of this application to schedule occupancy permit inspections.

BUSINESS INFORMATION

Address/Subdivision (if known)		
Business Name		
Describe the proposed business.		
Will there be outside storage of any materials or equipment? If so, do you have sight-proof screening?		
Is this business seasonal/temporary? If so, please give dates of operation.		
Number of Employees	Square Footage of Space	Number of Parking Spaces Available



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OFFICE USE ONLY

Fire Department

Signature: _____ _____ Approve _____ Deny Date: _____

Remarks:

Public Utilities

Signature: _____ _____ Approve _____ Deny Date: _____

Remarks:

Building Inspections

Signature: _____ _____ Approve _____ Deny Date: _____

Remarks:

Planning

Zoning: _____

Signature: _____ _____ Approve _____ Deny Date: _____

Remarks:



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Dear Customer:

Welcome to the City of Moore! **An Occupancy Permit is a requirement for all businesses located within the City of Moore.** This is a three step process. This permit ensures that the Customer is in the proper zoning district for their business and that all inspection requirements are met for your business.

The first step is to complete the Commercial Occupancy Application along with the Wastewater Treatment Form, submit both forms to the City of Moore Inspections Department and schedule times for all necessary inspections.

Upon passing your scheduled inspections, you will need to visit the City Clerk's Office to receive a Business Identification (BID) Number. You will need to complete the Alarm Permit/Business Identification Program Application. **You are required to have a BID number even if you don't have a business alarm.**

Upon receiving your BID# from the City Clerk go to the Customer Service Department, pay the Occupancy Permit fee and complete a contract for water, sewer and garbage pickup.

You will need to contact the Inspections Department and Fire Department to schedule all inspections within 14 days from the day you apply for the Occupancy Permit!

Please note: if your business involves the sale of any type of food for consumption or massage services you will also need to contact the Cleveland County Health Department to schedule an inspection.

Below is a list of helpful numbers:

Inspections Department	(405) 793-5051
Fire Department Inspections/Fire Marshal Jeff Lindsay	(405) 793-5108
City of Moore Customer Service Department	(405) 793-5032
Cleveland County Health Dept. Inspections/KC Ely	(405) 321- 4048, x 26

If you should have additional questions about the Occupancy Permit process, please contact Carrie Roy, Inspections Clerk at (405) 793-5051.

REMINDER:

YOU WILL NEED TO SCHEDULE INSPECTIONS WITHIN FOURTEEN (14) DAYS FROM THE DAY YOU APPLY FOR YOUR OCCUPANCY PERMIT!