



# Village of Webster

## Building Department

### Change of Use Application

Project Address: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

#### **Property Information:**

Present Owner: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

Present Use: \_\_\_\_\_

#### **Description of Proposed Use (to include equipment and/or alterations)**

\_\_\_\_\_

\_\_\_\_\_

Description of proposed signage: \_\_\_\_\_

Date of proposed opening: \_\_\_\_\_

#### **Required Documentation:** Site Plan or Survey Map showing the following:

- Building Configuration
- Location of business
- Parking
- Driveway Access
- Adjacent Owners
- Utilities

#### **Application Fee:**

**\$30.00**

*Payment must accompany application.*

#### **Approval:**

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

**Building Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Marshal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Note: Applicant is responsible for contacting the Building Inspector to schedule a preliminary and final inspection for Certificate of Occupancy.*