



**Village of Webster**  
**APPLICATION FOR CHANGE OF USE**  
**(In Existing Commercial Structure)**

Site of Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Tax # \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Present Owner: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
Present Zoning: \_\_\_\_\_  
Present Use: \_\_\_\_\_

Description of proposed use (to include equipment and/or alterations)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of proposed sign: \_\_\_\_\_

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

Survey Map or Site Map: \_\_\_\_\_

Drawing of plans on separate sheet of paper, showing the following data:

1. Building Configuration
2. Location of business, if more than one business on property
3. Parking
4. Driveway Access
5. Adjacent Owners
6. Utilities

Fee: \$30.00 must accompany application

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

Application Approved By

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

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

**\*Note: Applicant is responsible for contacting the building inspector to schedule a preliminary and final inspection for certificate of occupancy.**