



Commercial Change of Use/Occupancy Application

Campbell County & Municipal Planning & Zoning Commission

1098 Monmouth Street, Suite 343
Newport, Kentucky 41071

Phone: (859) 292-3880
Fax: (859) 547-1868

www.campbellcountyky.org

1. Project Located In:

- Unincorporated Campbell County or in the City of:
- California Cold Spring Crestview Dayton Melbourne
- Mentor Silver Grove Southgate Woodlawn

2. Project Address: _____

3. Prior Business Name: _____

4. Proposed Business Name: _____

5. PIDN: **999-99-**____ - ____ - ____ - ____ Zone: _____

6. **Property Owner's Name:** _____
Address: _____

City _____ State _____ Zip _____
Phone Number: _____ Email: _____

7. **Applicant's Name:** _____
Address: _____

City _____ State _____ Zip _____
Phone Number: _____ Email: _____

8. **Contractor's Name:** _____
Address: _____

City _____ State _____ Zip _____
Phone Number: _____ Email: _____

9. Proposed Activity: *(Check all that apply.)*

- Change in Use: *(Changing from one type of business to a different type of business.)*
- Change in Occupancy: *(Changing in occupancy, but the same type of business.)*
- Construction and/or remodeling work [A building permit may be required.]

10. Existing use(s) of building: _____

11. Proposed use(s) of building: _____

12. **SIGNATURE:** I hereby certify that I am requesting this permit on behalf of all owners of the property and that the information contained in this application and attachments is true and correct and that any misrepresentations or misstatement of facts shall be grounds for denial or revocation of the permit.

No work shall begin until the proper permits have been issued. If work begins prior to issuance of a permit, all fees may be subject to a penalty equal to the total cost of the permit. The applicant is responsible for meeting all requirements of the Kentucky Building Code and local zoning ordinances. All fees are nonrefundable.

Print Name

Applicant Signature Date

The following documents are **required for all** projects and must be submitted with all applications.

- Two (2) copies of a site plan
- Permit Fees per current fee schedule

INFORMATION BELOW TO BE COMPLETED BY BUILDING OFFICIAL

APPLICATION #'s:
 Building: _____
 Zoning: _____
 Current Zone: _____
 Total Sq. Ft.: _____

FEE	DESCRIPTION	
\$	Change of Use/Occupancy	<i>CHGUSE1</i>
\$	Other	<i>LATEPEN / CREDITCARD</i>
\$	TOTAL AMOUNT DUE	

DATE RECD: _____

- Approved**
- Approved With Conditions**
- Denied**

Reviewed By:

- Cash
- Check #: _____

Check Name: _____