



CITY OF PORTLAND

BUILDING DEPARTMENT
 100 SOUTH RUSSELL STREET
 PORTLAND, TENNESSEE 37148
 Telephone 615/325-6776
 Fax 615/325-5345

Email: buildingdepartment@cityofportlandtn.gov

USE & OCCUPANCY APPLICAION

A copy of this form is to be submitted to each department that is checked below. All completed forms are to be signed and returned to the Codes Department before a Use & Occupancy Permit can be issued. No structure or portion thereof is to be occupied until the required Use & Occupancy Permit has been issued. All improvements not completed at the time of the request must be bonded in an amount acceptable to the effected departments. The entire site must be completed as approve prior to a Permanent U&O Permit issued.

| | | | |
|------------------------------------|------------------------------------|---|---|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> Site & Building only | <input type="checkbox"/> Tenant space build out |
|------------------------------------|------------------------------------|---|---|

Project Name: _____

Project Address: _____

Requestor: _____ Phone#: _____

e-mail _____

Property Owner _____

Applicant Signature _____ Date: _____

Zoning District: _____

Use Classification: _____

Fire Building Engineering Planning Electrical

THIS PROJECT MAY BE ISSUED A USE & OCCUPANCY PERMIT

THIS PROJECT MAY NOT BE ISSUED A USE & OCCUPANCY PERMIT

Approval Signature: _____ Date: _____