USE & OCCUPANCY APPLICATION

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.

☐ Permanent  ☐ Temporary  ☐ Site & Building only  ☐ 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: __________

CITY OF PORTLAND
BUILDING DEPARTMENT
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