



# CITY OF PORTLAND

BUILDING DEPARTMENT

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

**INSPECTION HOTLINE – 615-805-3080**

Telephone 615/325-6776

Email: [buildingdepartment@cityofportlandtn.gov](mailto:buildingdepartment@cityofportlandtn.gov)

## 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.

<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Site & Building only	<input type="checkbox"/> Tenant space build out
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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: \_\_\_\_\_