

**CITY OF BROOKLYN**      Permit # \_\_\_\_\_-OC  
**CHANGE OF OCCUPANCY APPLICATION**

Amount Paid: \$ \_\_\_\_\_ ( Cash / Check # \_\_\_\_\_ ) Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MasterCard / VISA#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

**FEE \$75.00**

**1. APPLICANT:**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**OWNER OF PROPERTY:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**ADDRESS TO WHERE THE OCCUPANCY PERMIT BE MAILED:** \_\_\_\_\_

\_\_\_\_\_

**\* CONTACT INFORMATION TO GAIN ACCESS TO PROPERTY FOR INSPECTION:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

**2. NAME OF STORE OR BUSINESS:**

\_\_\_\_\_ Store/Business Phone: (\_\_\_\_) \_\_\_\_\_

**3. PROPOSED STORE OR BUSINESS ADDRESS:**

\_\_\_\_\_

**4. PROPOSED TYPE OF STORE OR BUSINESS:**

4a.) Zoning for this location: \_\_\_\_\_

4b.) Does business conform? \_\_\_\_\_ Yes / No \_\_\_\_\_

**5. Explanation of alteration or remodeling work planned (include electrical, plumbing & heating):**

\_\_\_\_\_

\_\_\_\_\_

**6. Former business at this location:**

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
APPLICANT SIGNATURE

**MUST SUBMIT:**

Drawing of a floor plan of the proposed store or business. ♦ Drawing of plot plan showing number of parking spaces available. ♦ Description of business.