



- Business Compliance permits must be issued for a ***new business*** in an existing structure/location **OR** for an ***existing business*** in a new/different structure/location.
- Complete and sign the top half of the Business Compliance application.
- Both the property owner and tenant must sign the application.
- Submit the application to the Engineering Department
- After the initial zoning review and approval, we will notify you of the applicable fee.
 - Commercial \$100.00
 - Residential \$50.00
- Inspections will then be scheduled. These inspections will determine whether an Improvement Location Permit (Building Permit) will or will not be required.
- If all inspections comply with current building codes, a Certificate of Compliance will be issued.
- If any of the inspections do NOT comply with current building codes, an Improvement Location Permit (Building Permit) may be required. If required, the Building Permit application process must then be initiated.

