



- 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, along with the application fee (\$50.00 Residential; \$100.00 Commercial)
- ***'Building', 'Electric', 'Fire', and 'Grease Trap' Info-Trips*** will then be scheduled (if necessary). These inspections will determine whether an Improvement Location Permit (Building Permit) will or will not be required.
- If all inspections comply to current building codes, a Business Compliance Certificate of Compliance will be issued.
- If any of the inspections do NOT comply to current building codes, an Improvement Location Permit (Building Permit) will be required. The Building Permit application process must then be initiated.

