



Building Inspection Department
P.O. Box 1567 • 125 E. Avenue B, Hutchinson, KS 67501
www.hutchgov.com • (620) 694-2631 • Fax: (620) 694-2691

APPLICATION FOR CHANGE OF OCCUPANCY

Fee of \$86.25 due at time of application.

- New/Different Business Location** **Expansion/Modification of Existing Business**
 Existing Business/Change of ownership

Date: _____ Application Number: _____

Location of Business: _____ Zoning District: _____

Name of Business: _____

Nature of business: (check which applies)

- Sales Service Distribution Warehouse Production Other _____

Kind of goods sold, advertised, produced or services provided:

Will there be any outdoor storage of merchandise or products? Yes No

If yes, what type: _____

List type of equipment and/or machinery that will be installed: _____

Maximum number of persons to be employed: _____

Is the building protected by a fire sprinkler system? Yes No

Previous occupant at this location if known: _____

Length of time the property has been vacant if know: _____

Name of Business Owner: _____ Phone: _____

Address of Business Owner: _____

Send Certificate to: Business Address Business Owner's Address

Name of Property Owner: _____ Phone: _____

If this use will include any food service, food prep or packaged food sales you will also need to contact the Kansas Department of Agriculture, (785) 564-6767 or www.agriculture.ks.gov.

NOTE: ANY CODE VIOLATIONS NOTED DURING INSPECTION SHALL BE CORRECTED WITHIN 30 DAYS. CALL FOR REINSPECTION AFTER CORRECTION(S) IS MADE. FAILURE TO COMPLY WILL BE CAUSE FOR DISCONNECTION OF UTILITIES.

Signature of Applicant

