



CITY OF RICHMOND

Department of Codes, Planning, Safety & Risk Management

239 West Main Street, Richmond, KY 40475

Telephone: (859) 625-6404 Fax: (859) 625-6401

www.buildrichmondky.com

Internal Use Only:
Finance Code: Permit
Fee: \$30.00
Approval: _____

Certificate of Occupancy Application

THIS APPLICATION IS FOR A CERTIFICATE OF OCCUPANCY ONLY. SEPARATE PERMITS ARE REQUIRED FOR ANY CONSTRUCTION WORK BEING DONE; ALL INFORMATION MUST BE ACCURATE AND LEGIBLE. CERTIFICATES OF OCCUPANCY DO NOT TRANSFER. A NEW ONE WILL BE REQUIRED IF YOUR LOCATION OR BUSINESS CHANGE.

Building Information

Physical Address of Business:		
Name of Business		
Description of Business:		
Previous Occupancy (if applicable):		
Richmond Business License (required):	Square Footage:	No. of Bathrooms:
Contact Person (Owner/Manager):		
Phone Number:	Email Address:	

I certify that the above information is true and correct. I agree to comply with all applicable codes and requirements enforced by the City of Richmond.

Applicant Signature: _____ Date: _____

****Planning and Zoning approval is required before application will be accepted. Once approved, please call 859-625-6404 when you are ready for inspection; inspection is required before business can open to public; \$30.00 payment due at the time of application submission.**

For official use only – This portion of the form to be completed by Planning and Zoning

Zone: _____ Permitted Use: Y N No. Parking Spaces Provided: _____ No. Parking Spaces Required: _____

Existing Nonconforming: Y N Board of Adjustment Approval Needed: Y N

Additional Comments: _____

Approved for Certificate of Occupancy: _____ Date: _____

For official use only – This portion of the form to be completed by Building Inspector

Occupancy Classification: _____ Occupant Load: _____ Occupant Load Posted for Assemblies: Y N

Annual Certifications: Sprinkler: Y N N/A Alarm: Y N N/A

Exit Signs: Y N N/A Emergency Lighting: Y N N/A Detectors: Y N N/A

Extinguishers: Y N N/A Hood System: Y N N/A

Additional Comments: _____

Approved for Certificate of Occupancy: _____ Date: _____

