

**CERTIFICATE OF OCCUPANCY APPLICATION FOR EXISTING BUILDINGS
TOWN OF JONESBORO**



128 Allen Avenue
Jonesboro, LA 71251
Telephone (318) 259-5025 Fax: (318) 259-4177

BUSINESS TYPE (check one)

☐ Retail ☐ Retail Gasoline ☐ Wholesale ☐ Manufacturer ☐ Restaurant ☐ Daycare ☐ Medical ☐ Other Professional
☐ Other _____

APPLICANT INFORMATION

Applicant: ☐ Owner ☐ Lessee ☐ Other: _____
Name: _____ Title: _____ Email: _____ Cell #: _____
Address: _____ City: _____ State: _____ Zip: _____ Phone #: _____ Fax#: _____

BUSINESS INFORMATION

Trade Name: _____ Legal Name: _____
Business Location/Address: _____ Jonesboro, LA Phone #: _____ Fax#: _____

BUILDING HISTORY

Prior Business at this Location: _____ Length of Vacancy: _____

FEES AND PROCESS

This application is for new occupancy of existing building. Certificates of Occupancy for New Construction are issued by the Building Inspector upon completion and final inspection.

Water and electricity need to be turned on before inspected by the City

Building must be inspected by the Jonesboro Fire Department and proof of same turned in before Certificate of Occupancy is issued.

Copies of State Fire Marshall Inspection and all other required state permits (DHH for restaurants, Dept. of Ed for Daycare, etc.) must be turned in before Certificate of Occupancy is issued.

If Town employees observe any electrical, plumbing, or HVAC issues, a separate inspection may be required by the Building Inspector and fees for his services shall be paid to him directly.

No sign can be constructed, erected, installed, structurally altered, changed or relocated before a sign permit is applied for and issued.

If you intend to alter, renovate, repair, or add to the building or unit, which you will occupy, a Building Permit must be obtained prior to construction.

THIS IS NOT AN OCCUPATIONAL LICENSE APPLICATION. APPLICANT MUST APPLY FOR AN OCCUPATIONAL LICENSE SEPARATELY.

APPLICANT'S SIGNATURE

This application has been reviewed by me and to the best of my knowledge is true, correct, and complete.

Signature

Printed Name

Date

OFFICIAL USE ONLY

Date App. Rec'd _____ Fees Rec'd _____ ☐ Copy of State Fire Marshall Certificate Rec'd

☐ Certificate from Jonesboro Fire Dept. Rec'd

If applicable, received copy of ☐ DHH permit ☐ Dept. of Ed. License ☐ Other _____

Inspection: Date: __/__/__ ☐ Approved by: _____ ☐ Inspection by Building Inspector Required because: _____

If necessary, Inspected by Building Inspector: Date: __/__/__ ☐ Approved _____ ☐ Denied _____

CERTIFICATE OF OCCUPANCY FEES: \$20.00
(Additional fees if inspection required by Building Inspector)