



# CITY PLANNING & DEVELOPMENT

## CPD-DS Request for Certificate of Occupancy

information bulletin no. 165

[www.kcmo.gov/planning](http://www.kcmo.gov/planning)

**THIS FORM IS NOT REQUIRED to request for Certificate of Occupancy for a project with a current building permit. In that case, the Certificate of Occupancy (where applicable) will automatically be forwarded by email to the Building Permit applicant upon final inspection approval. For questions, you may call (816) 513-1500.**

### REQUEST FOR CERTIFICATE OF OCCUPANCY

ADDRESS: \_\_\_\_\_

SUITE NUMBER (or story where located): \_\_\_\_\_

TENANT BUSINESS NAME: \_\_\_\_\_

TYPE OF USE (e.g. restaurant, office, etc): \_\_\_\_\_

NAMES of business(es) previously in this space and approximate dates:

\_\_\_\_\_  
\_\_\_\_\_

So that we may best handle your request, please answer all questions below to indicate the reason for your request. **\*ANSWER ALL QUESTIONS BELOW OR YOUR FORM SUBMITTAL WILL NOT BE ACCEPTED\***

YES NO

New building or building addition?

The existing space has been renovated?

The use of an existing space has changed (e.g. office to retail store)?

PRIOR USE: \_\_\_\_\_

An existing use has expanded into additional space?

Other? DESCRIBE: \_\_\_\_\_

I certify that all information provided above is accurate to the best of my knowledge.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_