



308-324-2341 ♦ Fax: 308-324-4590 ♦ www.cityoflex.com  
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## Certificate of Occupancy Application

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_

Owner/Tenant Name: \_\_\_\_\_

Owner/Tenant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Description of the proposed business (MUST BE IN DETAIL): \_\_\_\_\_

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

This application for Certificate of Occupancy must be accompanied with a detailed floor plan of the main structure and site plan showing both existing and proposed structures. Any other information required to enable the City Staff to determine if the plan complies with zoning and building regulations must be submitted for approval.

*If the application is denied, the Building Official will provide a plan review detailing the requirements for approval.*

Signature of Applicant: \_\_\_\_\_

Signature of Building Official upon approval: \_\_\_\_\_ Date: \_\_\_\_\_