

Commercial Certificate of Occupancy Application

Application Date:	Start of Business Date:
Location of Business:	
Business Name: (enter name under which business is conducted)	Number of Employees (including owners/partners)
Type of Business:	Land Line Telephone Number for 9-1-1 Purposes:
Property Owner's Name:	Telephone Number:
Property Owner's Address:	
Business Owner's Name:	Telephone Number:
Business Owner's Address:	
Representative/Applicant Name:	E-mail Address:
	Telephone Number:

1. Provide a description of the current use(s) on the property. (For example: Second Floor apartment; First Floor commercial space.)

2. Provide a description of the proposed use(s) on the property. (see above)

ATTACHED THE FOLLOWING TO THIS APPLICATION:

3. Site Drawings – Property:
Provide a stamped surveyor drawing showing property lines, building(s) and off-street parking spaces.
4. Site Drawings – Interior:
 - a. For Home Office Applications: Indicate the interior of the residence and the area within the home that will be used for the Home Office; indicate the percentage of floor area.
 - b. For Commercial Certificates: Provide a signed/sealed drawing, drawn to scale, showing the interior layout of the proposed business, including aisle widths, location of new items (tables & chairs for restaurants; beautician chairs for salons, restrooms, etc.)
5. **Additional Requirement for Food Service Facilities.** Health Application, menu, equipment list and required fee.

Required Fee Submission: (make checks payable to City of Bethlehem)

Amount Submitted: _____

Fee Includes One Inspection

Home Office	\$ 30.00
Commercial Certificate	*(based on sq.ft.)
Health Bureau Review Fee	** (see below)
Tax License	\$ 25.00 (must be on separate check/money order)
Fire	\$ 75.00

*\$200.00 for area of 2,000 sq. ft or less and \$200.00 plus \$100.00 for every additional 2,000 sq.ft.

**\$125.00 Minor Plan Review; \$250.00 Major Plan Review