



Application for General Business Occupancy Waiver (BOW)

DO NOT WRITE HERE - FOR OFFICE USE ONLY

Accepted by Staff: _____ Date: _____

Ownership is verified: Yes No, source: _____

Management is verified: Yes No, source: _____

Notes _____

A business occupancy waiver (BOW) is required for a new property owner(s)/property manager/business owner(s) when requesting permanent release of utilities. Please submit this form to the Planning Division, with a fee of \$150.00 for processing.

I attest that I am one of the following (check one):

Change of property owner – copy of Grant Deed or County Recorder Paperwork

Property Manager representing the property owner (notarized letter required)

For commercial rental properties

Tenant Improvement (TI) Permit in process – Permit No: _____

Utility/telecommunication company requests address within the right-of-way

PRIMARY (EXISTING) BUSINESS/USE Business License No./BOP Number: _____

Business Address: _____ Unit No. _____

Name of existing Business Owner: _____

Business Description (e.g. hair salon, office, wireless company, landlord or property manager, etc.)

PRIMARY (New) BUSINESS OWNER

Business Address: _____ Unit No. _____

Name of New Business Owner(s): _____

Business Description (e.g. hair salon, office, wireless company, landlord or property manager, etc.)



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Property Owner/Property Manager/Business Owner Certification

I hereby certify that I am the new owner(s)/property manager/business owner or authorized representative (notarized letter required). By signing below, I further affirm that I am the new property owner/property manager/business owner or authorized representative applying for permanent utility connections for the address or suite(s) stated above.

Signature

Date

Title

Print Name

E-mail address

Phone Number

Mailing Address

City, State

Zip Code

Mobile Number