



CITY OF VENICE
NEW TENANT OCCUPANCY INFORMATION FORM

401 W. Venice Avenue, Venice, Florida 34285
Phone: (941) 486-2626 Fax: (941) 486-2448
www.venicegov.com

Date: _____

Parcel ID # _____

New Business Address (Include Unit #) _____

Business Name _____

Applicant _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Property Owner Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Business Information

Proposed Use/Occupancy Classification (For mixed use, choose all that apply) (see attached reference):

- Assembly, Business, Educational, Factory/Industrial, High Hazard, Institutional, Mercantile, Residential, Storage, Utility

Describe the Purpose/Activity of the Proposed Business _____

Number of Employees _____

Max. Proposed Number of Occupants _____

Former Business Name _____

Former Use/Occupancy Classification (For mixed use, choose all that apply) (see attached reference):

- Assembly, Business, Educational, Factory/Industrial, High Hazard, Institutional, Mercantile, Residential, Storage, Utility

Describe the Purpose/Activity of the Former Business _____

Number of Employees (Former Business) _____

Max. Permitted Number of Occupants _____

Has the location been vacant for any period of time? Yes No If yes, how long? _____

Do you plan to make any changes to the space? Yes No If yes, describe _____

Plan Requirements

Provide a floor plan drawn to scale showing all relevant information such as rooms and their designated use, doors, windows, display fixtures, counters, cabinetry, cooking facilities and/or seating layout.

The information provided is true and complete to the best of my knowledge:

Print Name

Title

Signature

Date

Permits

The information provided is used to ensure that the business/proposed use can operate safely within the existing building or space. If a change of occupancy occurs, as defined in Section 202.07, 2007 Florida Building Code, Existing Building, or if an alteration or addition is proposed, the business owner must ensure that all permitting and inspection requirements have been met in accordance with 553.79(1) Florida Statutes and City of Venice Ordinance 90-101.

Signage

If the business wishes to change the existing signage or install a new sign, a sign permit must first be obtained.

Staff Use Only

Are there any proposed renovations or improvements to the building? Yes No

Is there a change in the Occupancy Classification? Yes No

Is there a change in the purpose or level of activity within the building that involves a change in application of the requirements of the 2007 Florida Building Code? Yes No

Permit Required? Yes No

Comments: _____

Reviewed by: _____ Date: _____
