



**APPLICATION FOR CHANGE OF OCCUPANCY**  
**BUILDING DEVELOPMENT SERVICES**  
**840 N Boonville, Springfield, MO 65802 (417)864-1059**

Date \_\_\_\_\_

PRJ# \_\_\_\_\_

Property Address \_\_\_\_\_

Project Description: (Specify if any work/changes are to be done) \_\_\_\_\_

\_\_\_\_\_

Describe Nature of Business \_\_\_\_\_

Identification (Must be Completed in Full)

Property Owner	Mailing Address	Phone Number with Area Code
	_____ _____ Email: _____	( ) _____
Designer Company Name	Designer First & Last Name	
	_____ Email: _____	( ) _____
Tenant / Business Name	Applicant First & Last Name	Applicant Phone Number
	_____ Email: _____	( ) _____

I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by said owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Print Name

Certificate of Occupancy Permit Fee is **\$30.00** and due at the time this application is submitted. This fee is applicable to "A" Use Groups.

Office Use:

Zoning: \_\_\_\_\_ Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_

Method payment: Check # \_\_\_\_\_ Credit \_\_\_\_\_ Cash \_\_\_\_\_ BDS staff Initials: \_\_\_\_\_



## Administrative Ruling #2013-01 Building Development Services Springfield, Missouri

Pursuant to General Ordinance 6015, Sub-Article XII, Chapter 36 of the Land Development Code, the following ruling is hereby made in order to clarify Section 36-1260.2 Existing Structures of Use Group A.

The following criteria shall be used when determining the issuance of a Certificate of Occupancy for a business which is an established A use group.

### PERMIT APPLICATION REVIEW

The applicant shall provide the area of each assembly area and the occupancy load of each room based on occupancy criteria on file with the City not over two (2) years old. If the occupancy load cannot be established by the owner, a licensed professional will have to provide the necessary calculations, design criteria and sign location for review and approval before the certificate of occupancy permit can be issued and the inspection scheduled.

### INSPECTION REVIEW

1. Check all emergency and exit signage for proper location and operation.
2. If the facility has a hood suppression system, verify that the testing of the system is current.
3. Verify that the number of exits is adequate for the posted occupancy load.
4. Verify that the distance separating the exits is appropriate.
5. Check for blocked exits.
6. Check to ensure that the exits have appropriate door hardware.
7. If the facility has a fire sprinkler system, verify that the system testing is current.
8. Verify that the facility has fire extinguishers that are appropriately located and properly mounted.
9. Verify that the occupancy is properly posted in accordance with the permit which was used to establish the certificate of occupancy.

  
\_\_\_\_\_  
Chris Straw, Director  
Building Development Services

12/2/13  
\_\_\_\_\_  
Date