



**Building Inspection Department**  
P.O. Box 1567 • 125 E. Avenue B, Hutchinson, KS 67501  
[www.hutchgov.com](http://www.hutchgov.com) • (620) 694-2631 • Fax: (620) 694-2691

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**APPLICATION FOR CHANGE OF OCCUPANCY**

Fee of \$95.00 due at time of application.

- New/Different Business Location**       **Expansion/Modification of Existing Business**  
 **Existing Business/Change of ownership**

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Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

Location of Business: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Nature of business: (check which applies)

- Sales    Service    Distribution    Warehouse    Production    Other \_\_\_\_\_

Kind of goods sold, advertised, produced or services provided:

\_\_\_\_\_

Will there be any outdoor storage of merchandise or products?    Yes    No

If yes, what type: \_\_\_\_\_

List type of equipment and/or machinery that will be installed: \_\_\_\_\_

Maximum number of persons to be employed: \_\_\_\_\_

Is the building protected by a fire sprinkler system?    Yes    No

Previous occupant at this location if known: \_\_\_\_\_

Length of time the property has been vacant if known: \_\_\_\_\_

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Name of Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Business Owner: \_\_\_\_\_

Send Certificate to:       Business Address       Business Owner's Address

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

If this use will include any food service, food prep or packaged food sales you will also need to contact the Kansas Department of Agriculture, (785) 564-6767 or [www.agriculture.ks.gov](http://www.agriculture.ks.gov).

**NOTE: ANY CODE VIOLATIONS NOTED DURING INSPECTION SHALL BE CORRECTED WITHIN 30 DAYS. CALL FOR REINSPECTION AFTER CORRECTION(S) IS MADE. FAILURE TO COMPLY WILL BE CAUSE FOR DISCONNECTION OF UTILITIES.**

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



