



# CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127

• newhopemn.gov • newhopeinspections@newhopemn.gov

## BUSINESS USE CERTIFICATE OF OCCUPANCY

### PROCESS

- **Please be aware that some types of businesses require additional licensing from the city, county, state, and/or federal entities to operate.** For more information about businesses requiring a city license visit the licensing page at newhopemn.gov.
- A Business Use Certificate of Occupancy is required for any new business or a business that changes location, ownership, or use.
- In addition to this application an inspection of the facility is needed to ensure that the building in which the business operates is safe, appropriately equipped, and meets building and fire code requirements for the type of operation planned.
- This form provides information to help city staff determine what steps are necessary for a business to operate in New Hope according to the Minnesota State Building Code and the Minnesota State Fire Code.
- Information provided will be reviewed by the City Inspections division and West Metro Fire Inspections Department.

Permit # \_\_\_\_\_

Received Application \_\_\_\_\_

Received Payment \_\_\_\_\_

*For Office Use Only*

### INCLUDE THE FOLLOWING ITEMS:

- ✓ **Business Use Certificate of Occupancy Application (this sheet) filled out completely.**
- ✓ **Any graphics, plans, photos, text, etc. to help further describe your proposed business use.**
- ✓ **Payment (see below)**

### BUSINESS INFORMATION

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

Business Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business Website: \_\_\_\_\_

How Space is Currently Being Used: \_\_\_\_\_

Intended Use of Space (Items to be sold, services provided, etc.): \_\_\_\_\_

---

---

---

---

---

---

---

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_



# CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127

• newhopemn.gov • newhopeinspections@newhopemn.gov

## BUSINESS USE CERTIFICATE OF OCCUPANCY

### REQUIRED INSPECTIONS *COMPLETED BY CITY STAFF*

☐ City Inspection - Initial   ☐ Fire Inspection - Initial   ☐ Final

Conditions of Approval:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning & Planning Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTICE

If a business owner decides to continue with the establishment of a business use, the city requires that an inspection be passed prior to beginning operations in New Hope. The inspection should be scheduled as soon as possible before the business is physically setup to begin operations. The basis for the inspection will be any site issues according to the Minnesota State Building Code and the Minnesota State Fire Code. Once the business passes the final inspection, the city will issue a *Business Use Certificate of Occupancy*. A \$25 fee is due at the time this application is submitted.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### FEE SCHEDULE

Business use Certificate of Occupancy   \$25.00

|                                  |                |
|----------------------------------|----------------|
| Permit Fee                       | \$25.00        |
| <b>Fees Due Upon Application</b> | <b>\$25.00</b> |

### PAYMENT

☐ **Check** (Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428)

☐ **Credit Card** (Fill in information below)

- Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Billing Address: \_\_\_\_\_
- Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_