



Village of Village of Walton Hills
7595 Walton Road • Walton Hills Ohio, 44146
Kevin Hurst, Mayor, Safety & Economic Development Director

APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Permit # _____ Fee: \$100.00
Administrative Fee: \$10.00

Property Owner:
Name: _____

Address: (include street & suite no.) _____

City/State/Zip: _____

Phone: (_____) _____

Federal Identification No.: _____ (Or Soc. Sec. No. _____ - _____ - _____)

Business Occupant:

Business Name: _____

Business Owner Name: _____

Business Address (include suite no.): _____

Business Phone: (_____) _____

Federal Identification No.: _____ (Or Soc. Sec. No. _____ - _____ - _____)
(This information is necessary for tax purposes)

Proposed usage and hours of operation: _____

Number of employees (including owner or manager): _____

Estimate of peak number of users (e.g. visitors & customers) and of time when peak would usually take place:

Please include the following:

- A floor plan showing the location of furniture and merchandise
- A sketch showing number and placement of parking spaces to be made available to prospective occupant

Reason for change of occupancy (check block and initial):

Sale: _____ Lease: _____ Rental: _____ Change of Use: _____

Date that Board of Zoning Appeals approved (if applicable): _____

Pursuant to Walton Hills Ordinance Section 1442.02 this building may not be occupied until the occupancy is approved.

X _____
Print name Date

X _____
Signature