



Village of Walton Hills  
7595 Walton Road • Walton Hills Ohio, 44146

**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. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_)

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**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