



Permit _____

Change of Use/Occupancy and first Tenant Occupancy Certificate Application

Date: _____

Site Address: _____

Mailing Address: _____

Business Name: _____

Applicant: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

_____ e-mail: _____

Description of Proposed Use: _____

Previous Use (if known): _____

Official Use Only

	Occupancy Group	Type of Construction
Previous Use		
Proposed Use		
Building Official Approval:	Date:	
Planning Director Approval:		

City of Sherwood
Building Department
22560 SW Pine Street
Sherwood, OR 97140

phone: 503-625-4226

fax: 503-625-0629



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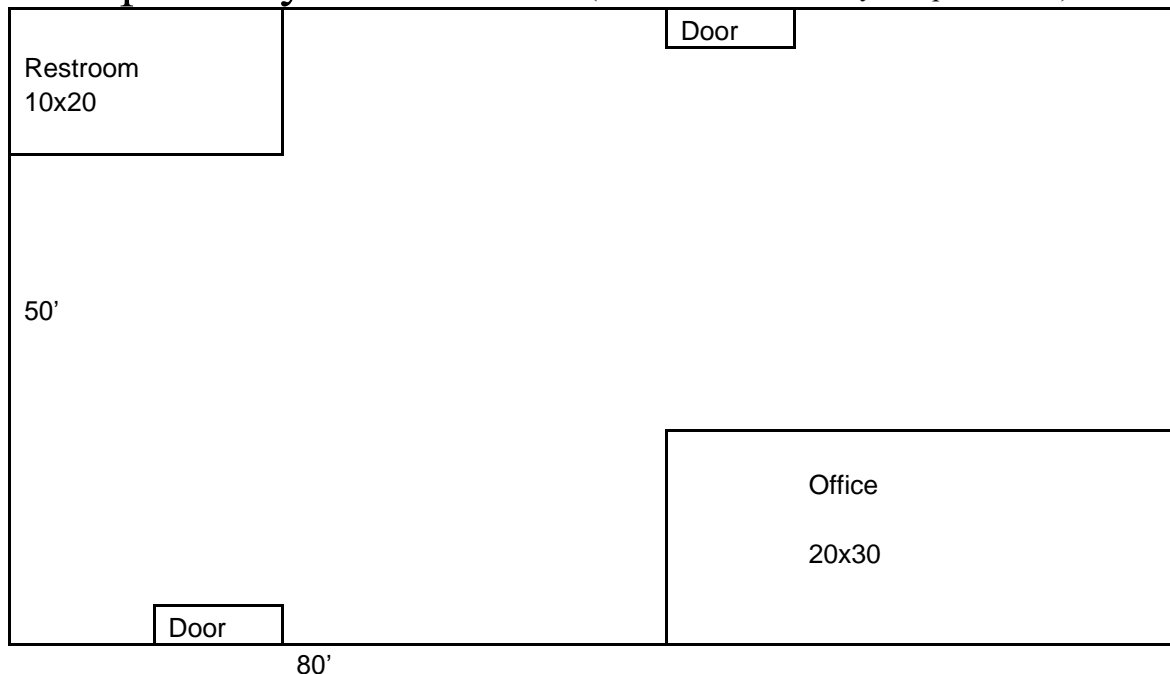
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Engineering Department Approval:

Applicant must provide:

1. Floor plan of space drawn to scale including all restrooms, office spaces, exit doors, windows, location & size of space dividers, desks, tables, counters, etc. proposed to be located within the tenant space.
2. Plans need to show accurate dimensions of all spaces.
3. Site plan showing space in relationship to property lines and any other structures.

Example Only -Floor Plan (needs to be drawn for your specific site)



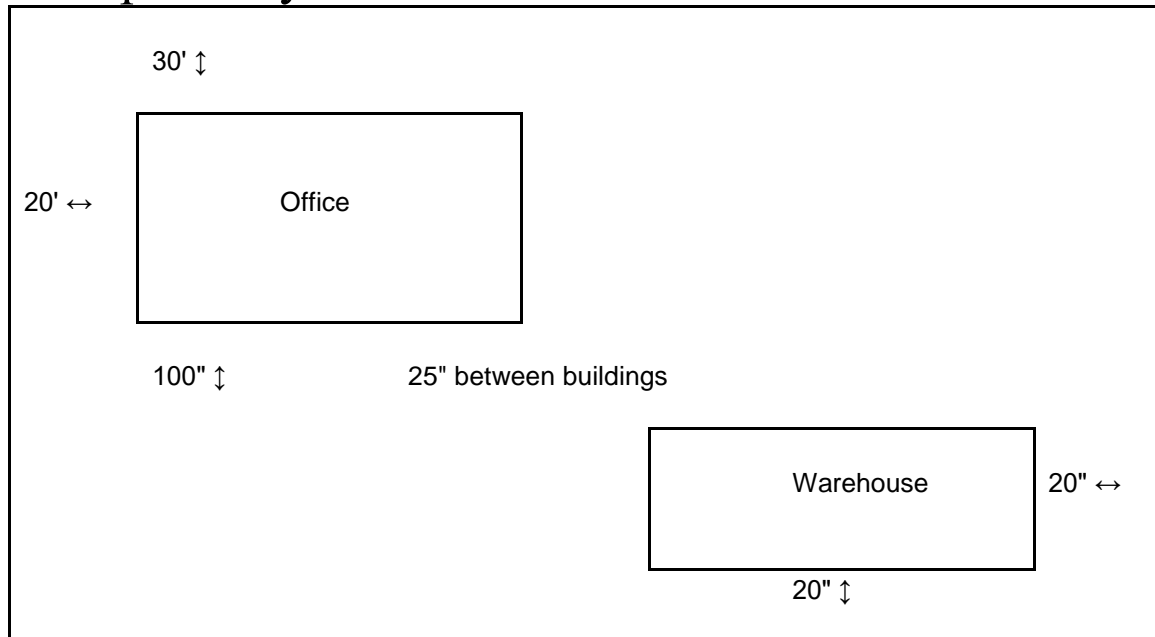
Floor Plan



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Example Only -Site Plan (needs to be drawn for your specific site)



Site Plan