



TOWN OF CHAPEL HILL

Building Department

405 Martin Luther King Jr. Blvd

Chapel Hill, NC 27514-5705

phone (919) 968-2718 fax (919) 932-2954

www.townofchapelhill.org

BUSINESS OCCUPANCY APPLICATION

TODAY'S DATE: ___ / ___ / ___

APPROVALS REQUESTED: ABC Approval Power ONLY Occupancy Posting (Existing)
 New business- Existing space & **NO** changes proposed New Business- Changes proposed

IF THE INSTALLATION OF NEW SIGNAGE IS NECESSARY IN CONJUNCTION WITH THIS NEW BUSINESS, PLEASE REQUEST APPROVAL OF ALL NEW SIGNAGE FROM PLANNING. IF ANY CHANGES ARE BEING PROPOSED TO AN EXISTING SPACE, A BUILDING PERMIT IS REQUIRED.

BUSINESS INFORMATION

NAME OF BUSINESS: _____

BUSINESS ADDRESS: _____

PHONE: _____ EMAIL: _____

TYPE OF BUSINESS: _____

HOURS OF OPERATION: _____ A.M. /P.M. - _____ A.M. /P.M.

NUMBER OF SEATS PROVIDED: _____

TYPE OF SEATING: (CIRCLE ALL THAT APPLY) FIXED UNFIXED STANDING

NUMBER OF PARKING SPACES PROVIDED: _____

TOTAL BUILDING SQ FOOTAGE: _____ TOTAL BUSINESS SQ FOOTAGE: _____

PREVIOUS BUSINESS AND/OR USE OF SPACE: _____

CONTACT INFORMATION

BUSINESS OWNER: _____ CONTACT PHONE: _____

CORPORATE ADDRESS _____

MANAGER/ CONTACT NAME: _____ EMAIL: _____

TARGET OPENING DATE: ___ / ___ / ___

Office Use Only:

Permit #: _____ Received by: _____ Date: _____ Review: _____

Primary Capacity: _____ Secondary Capacity: _____

Required Materials attached: Scaled Floor Plan Emergency Exit Plan Fire Dept. Approval

COMMENTS: _____
