



## Ordinance Compliance Checklist for Businesses

We are pleased that you have chosen the City as the location for your business. Prior to opening your business, please complete the following process. If you have questions, please do not hesitate to contact staff at the numbers provided.

	<b>(Permit Center Use Only)</b> Apply for a Change of Occupancy Permit at the Permit Center (704)282-4524 which allows you to obtain approval for conditional utility services. There is a fee for this permit.
	<b>(Customer Service - Utilities Use Only)</b> Apply for conditional utility services at Customer Service (704)282-4511. Note: All fees for utility cut-on must accompany applications.
	<b>(Permit Center Use Only)</b> Schedule an occupancy inspection with the Building Standards Department. You will do this through the Permit Center (704)282-4524.
	<b>(Permit Center Use Only)</b> You must provide documentation showing the property has passed the fire inspection/ review. An inspection can be scheduled by calling (704)282-4726. <b>Note: The operation of this business before a fire inspection has been completed &amp; passed can result in a \$250 fine.</b>
	<b>(Permit Center Use Only)</b> Obtain initial approval from Union County Environmental Health @ (704)283-3767 (if applicable).
	<b>(Cash Collections Use Only)</b> Return to Collections counter in Customer Service with completed checklist & application & apply for a Privilege License for Taxi Services and Beer and Wine license (704)282-4516.

**Proposed Use (Type of Business):** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

I understand that I must comply with all city ordinances to lawfully operate a business in the City of Monroe. I am requesting conditional utility services be turned on at the address above for the purpose of completing all necessary inspections. I understand that failure to comply with conditions may result in disconnection of utility services without further notification. I agree to pay all charges associated with obtaining conditional utility services. By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**