



TOWN OF TOLLAND
Change in Use or Occupancy Review
Non-Residential Structures or Premises

Approval is required before you may establish a new business or occupying new space. Depending upon the new use and planned interior or site work, additional approvals may be required. This form is intended to collect information so staff can inform you of additional approvals and permits. If interior work or site work is planned, additional information on that work must be submitted with this form.

Property Information

Property Address: _____
Property Owner: _____
Zone: _____ **Map/Block/Lot:** _____
Phone Number: _____

Applicant and Use Information

Applicant Name: _____
Applicant Address: _____
Phone Number: _____ **Email Address:** _____
Last Known Use: _____
Describe New Use: _____

Name of New Business: _____
Describe any proposed changes to the site (building expansion, parking, signs, etc.):

1. The fee in the amount of \$25.00 must be submitted to be considered a complete application.

All of the above statements and the statements contained in any documents and plans submitted herewith are true to the best of my knowledge:

Applicant Signature: _____ **Date:** _____
Property Owner
Signature: _____ **Date:** _____

(see reverse side)

OFFICE USE ONLY

Fee Amount: _____

Form of Payment: _____

Date Submitted:
(stamp)

Town Planner

Signature _____ Date _____

Determination / Additional Approvals Required:

Sanitarian

Signature _____ Date _____

Determination / Additional Approvals Required:

Building Official

Signature _____ Date _____

Determination / Additional Approvals Required:

Fire Marshal

Signature _____ Date _____

Determination / Additional Approvals Required: