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| File No.: _____ |
| Date: _____ |

REQUEST FOR DUPLICATE OR REVISED OCCUPANCY PERMIT/CERTIFICATE

This form should be used to request duplicates or revised copies of previously issued occupancy permits or certificates (as long as no changes have been made in the building or its approved use).

All applicants should check one of the boxes in Part A and fill in all of the information requested in Parts B and C. Part D on page 2 of this form only needs to be filled out if you are a new owner or lessee and are seeking a revised Fire and Panic Occupancy Permit. When filling in Part D, please be as specific as possible in describing the use of the building.

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|---|---|--|-------------------------------------|------------------------------------|------------------------------------|---|---|
| <p>Part A:</p> <p>Type of Request</p> | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Fire and Panic Occupancy Permit</td> <td style="width: 50%; border: none;">UCC Certificate of Occupancy</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Duplicate</td> <td style="border: none;"><input type="checkbox"/> Duplicate</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Revision: Change in owner name, building name or address</td> <td style="border: none;"><input type="checkbox"/> Revision: Change in owner name, building name or address</td> </tr> </table> <p>A request for a <u>change of address</u> must be accompanied by an address form supplied by the U.S. Postal Service or the local "911" Call Center.</p> | Fire and Panic Occupancy Permit | UCC Certificate of Occupancy | <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate | <input type="checkbox"/> Revision: Change in owner name, building name or address | <input type="checkbox"/> Revision: Change in owner name, building name or address |
| Fire and Panic Occupancy Permit | UCC Certificate of Occupancy | | | | | | |
| <input type="checkbox"/> Duplicate | <input type="checkbox"/> Duplicate | | | | | | |
| <input type="checkbox"/> Revision: Change in owner name, building name or address | <input type="checkbox"/> Revision: Change in owner name, building name or address | | | | | | |
| <p>Part B:</p> <p>Building Information</p> <p>Political Subdivision and County names are required.</p> | <p>Please be certain that the building name and address information is correct, since it will appear on the revised permit/certificate exactly as written here.</p> <p>Facility Name (name of company, mall, institution, university, etc.): _____</p> <p>Building and/or Tenant Name (or Building Number): _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Political Subdivision: _____ County: _____</p> <p>Previous L&I File or MA Number(s): _____</p> | | | | | | |
| <p>Part C:</p> <p>Applicant Information</p> | <p>Applicant Name: _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Daytime Phone Number: _(_____) _____</p> | | | | | | |
| <p>For L&I Use Only</p> | <p>Check #: _____ Amount: _____ Bates #: _____</p> | | | | | | |

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| <p>Part C: (continued)</p> | <p>Check applicable box and sign.</p> <p><input type="checkbox"/> I am the owner of record. (My name appears on the occupancy permit(s) or certificate(s) of occupancy previously issued by the department.)</p> <p style="text-align: center;">Signature _____</p> <p><input type="checkbox"/> I am the new owner. By signing this form, I certify that ownership of this building has been legally transferred to me.</p> <p style="text-align: center;">Signature _____</p> <p><input type="checkbox"/> I am the lessee of this building. (Signature of owner <u>must</u> also be included.)</p> <p style="text-align: center;">Signature of Lessee _____</p> <p style="text-align: center;">Signature of Owner _____</p> |
| <p>Part D: Building Use Certification</p> | <p>As the owner or lessee, I certify that the building for which I am requesting a revised Fire and Panic Occupancy Permit will only be used for the following purpose and that I am making no changes which would require a building permit under the Uniform Construction Code:</p> <p>Purpose: _____</p> <p>_____</p> <p style="text-align: center;">Signature _____</p> |
| <p>FOR L&I USE ONLY</p> | <p>The building named on page 1 was approved for occupancy under the Fire and Panic Act in the following occupancy group for the specified use:</p> <p><input type="checkbox"/> A-1 _____</p> <p><input type="checkbox"/> A-2 _____</p> <p><input type="checkbox"/> A-3 _____</p> <p><input type="checkbox"/> B _____</p> <p><input type="checkbox"/> C-1 _____</p> <p><input type="checkbox"/> C-2 _____</p> <p><input type="checkbox"/> C-3 _____</p> <p><input type="checkbox"/> C-4 _____</p> <p><input type="checkbox"/> C-5 _____</p> <p><input type="checkbox"/> DO _____</p> <p><input type="checkbox"/> DH _____</p> <p>The building use(s) listed above by the new owner:</p> <p><input type="checkbox"/> Does/do not represent a change of building use, and a revised Fire and Panic Act Occupancy Permit may be issued to the applicant.</p> <p><input type="checkbox"/> Does/do represent a change in building use, and a revised Fire and Panic Act Occupancy Permit may not be issued to the applicant.</p> <p>BCO/PE signature: _____ Date of approval/denial: _____</p> <p>_____</p> |