

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 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.

<p><b>Part A:</b></p> <p><b>Type of Request</b></p>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Fire and Panic Occupancy Permit</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>UCC Certificate of Occupancy</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p> </td> </tr> </table> <p><b>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.</b></p>	<p><b>Fire and Panic Occupancy Permit</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p>	<p><b>UCC Certificate of Occupancy</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p>
<p><b>Fire and Panic Occupancy Permit</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p>	<p><b>UCC Certificate of Occupancy</b></p> <p><input type="checkbox"/> Duplicate</p> <p><input type="checkbox"/> Revision: Change in owner name, building name or address</p>		
<p><b>Part B:</b></p> <p><b>Building Information</b></p> <p><b>Political Subdivision and County</b> names are required.</p>	<p><b>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.</b></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&amp;I File or MA Number(s): _____</p>		
<p><b>Part C:</b></p> <p><b>Applicant Information</b></p>	<p>Applicant Name: _____</p> <p>Street Number and Name: _____</p> <p>City: _____ Zip Code: _____</p> <p>Daytime Phone Number: _____</p>		
<p><b>For L&amp;I Use Only</b></p>	<p>Check #: _____ Amount: _____ Bates #: _____</p>		



**FOR L&I  
USE ONLY**

The building named on page 1 was approved for occupancy under the **Uniform Construction Code (UCC)** in the following occupancy group for the specified use:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> A-1 _____ | <input type="checkbox"/> H-5 _____ |
| <input type="checkbox"/> A-2 _____ | <input type="checkbox"/> I-1 _____ |
| <input type="checkbox"/> A-3 _____ | <input type="checkbox"/> I-2 _____ |
| <input type="checkbox"/> A-4 _____ | <input type="checkbox"/> I-3 _____ |
| <input type="checkbox"/> A-5 _____ | <input type="checkbox"/> I-4 _____ |
| <input type="checkbox"/> B _____   | <input type="checkbox"/> M _____   |
| <input type="checkbox"/> E _____   | <input type="checkbox"/> R-1 _____ |
| <input type="checkbox"/> F-1 _____ | <input type="checkbox"/> R-2 _____ |
| <input type="checkbox"/> F-2 _____ | <input type="checkbox"/> R-3 _____ |
| <input type="checkbox"/> H-1 _____ | <input type="checkbox"/> R-4 _____ |
| <input type="checkbox"/> H-2 _____ | <input type="checkbox"/> S-1 _____ |
| <input type="checkbox"/> H-3 _____ | <input type="checkbox"/> S-2 _____ |
| <input type="checkbox"/> H-4 _____ | <input type="checkbox"/> U _____   |

The building use(s) listed above by the new owner:

- Does/do not represent a change of building use, and a revised Fire and Panic Act or Uniform Construction Occupancy Permit **may** be issued to the applicant.
- Does/do represent a change in building use, and a revised Fire and Panic Act or Uniform Construction Occupancy Permit **may not** be issued to the applicant.

BCO/PE signature: \_\_\_\_\_

Date of approval/denial: \_\_\_\_\_