

PRELIMINARY OCCUPANCY VERIFICATION

This preliminary verification guide aims to determine the admissibility of an occupancy certificate request. The application is responsible to provide accurate information to the best of their knowledge.

APPLICATION INFORMATION

Name	
Address	
Telephone	
E-mail	

INFORMATION ABOUT THE BUSINESS

Address of the business establishment :	
Projected usage :	
Details of the activities :	
Zone	
Surface area of the unit	
Number of employees	
Number of parking spaces	
Please indicate if other work is projected :	
☐ Interior renovation (structure, internal walls, etc.)	☐ Add a commercial sign
☐ Exterior renovation and/or extension	☐ Caffee-terrace ☐ Other

FOR INTERNAL USE ONLY

Allowed usage	☐ YES ☐ NO	NOTE : (more information required ☐)
Change the occupancy type	☐ YES ☐ NO	if yes, prior usage :
Number of parking spaces required		Minimum parking spaces respected : ☐ YES ☐ NO Acquired rights : ☐ YES ☐ NO

PRELIMINARY OCCUPANCY APPROVAL

Admissible	☐ YES ☐ NO	Notes :
Verified by		Date :
Validated by the head of section		Date :

Comments :

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