

CERTIFICATE OF CONFORMANCE INFORMATION

The following information applies to Certificate of Conformances:

- A certificate of conformance is needed for all businesses; occupancy of a new building or structure after completion of construction; occupancy or change of occupancy of an existing building or structure; change of use in any building.
- A certificate of conformance is not required for agricultural uses, occupancy of a new residential use or change in occupancy of a residential use.
- The applicant shall submit an application for a certificate of conformance prior to construction of a new building or prior to occupancy of an existing building or structure.
- A non-refundable \$50.00 application fee will be invoiced once the certificate of conformance application fee is received and must be paid prior to review of the application by the Zoning Administrator.
- The Zoning Administrator shall review the application for conformance with the provisions of this zoning resolution to determine if the business is permitted in the proposed zoning district.
- If the Zoning Administrator approves the application, a Certificate of Conformance will be issued and the application will then be forwarded to the Fire Safety Inspector, who will contact the applicant for an inspection.
- If the Zoning Administrator finds that the business is not in compliance with the zoning resolution, the application will be denied. The applicant may appeal the decision to the Board of Zoning Appeals in accordance with Section 3.08 of the Zoning Resolution.