

APPLICATION FOR A ZONING CLEARANCE

A Zoning Clearance must be issued prior to the issuance of a Building Permit

ZONING CLEARANCE #22 - _____ Date: _____

Property Address _____

Owner _____ Phone _____

Owner's Address _____

Contractor _____ Licensee _____ Phone _____

Description of work _____

Present Use _____ Proposed Use _____

(example: single family residence, two family/duplex 3 unit, commercial, manufacturing, etc.)

*****FOR STAFF USE ONLY*****

Zoning _____ Required Zoning _____ Map# _____ Number of Units _____

Proposed Setbacks Front _____ Rear _____ R Side _____ L Side _____

Required Setbacks Front _____ Rear _____ R Side _____ L Side _____

ADDITIONAL CONDITIONS (check those required)

BZA Action _____ Plan Commission Action _____ Historic District _____ Wetlands _____

Floodplain _____ Curb Cut Approval _____ Corridor/Overlay District _____ Technical Review _____

Staff Signature _____

Comments _____

Note: (1) The property owner/contractor shall assume responsibility for construction over any public and private easement (2) Whenever major improvements are made to a building or structure or a new use, parking/loading facilities shall conform to the existing zoning ordinance. **Certificate of Occupancy Requirements form must be signed by the Property Owner and submitted with the Zoning Clearance.**

City of Elkhart

CERTIFICATE OF OCCUPANCY REQUIREMENTS

All new construction and substantial improvements to existing property require a valid Certificate of Occupancy prior to occupancy of a building. The following inspections are required:

- **Structural Inspection**
- **Electrical Inspection**
- **Heating, Ventilation, and Air Conditioning Inspection**
- **Plumbing Inspection**
- **Zoning Inspection: Paving & landscaping must be complete; address displayed**

The signature of the **Building Commissioner** and **Zoning Administrator** are also required for final Certificate of Occupancy.

Final approval to occupy a building is **not granted** until the Certificate of Occupancy is issued by the Building Department.

Occupancy of a building without a Certificate of Occupancy may result in the imposition of substantial daily fines.

It is the responsibility of the owner or a representative to contact the Building Department to request a Certificate of Occupancy. (Building Dept. staff will contact the Planning Services staff for zoning inspection). It is the responsibility of the property owner or a representative to see that all the inspections listed above have been completed.

By applying for this Zoning Clearance, if the undersigned is not the property owner of record, the undersigned representative assumes the responsibility to inform the property owner(s) of these requirements.

A copy of this form is given to the undersigned representative, and one is retained in the records of the Office of Planning and Development.

I have read the above statement and understand the requirements for a Certificate of Occupancy. I further understand it is my responsibility to inform the property owner(s) of these requirements.

Property Owner Signature: _____ Date: _____

Property Owner Printed Name: _____

Property Owner Representative Signature: _____

Representative Printed Name: _____

Relationship to Property Owner: _____