



Application for General Business Occupancy Waiver (BOW)

DO NOT WRITE HERE - FOR OFFICE USE ONLY

Accepted by Staff: _____ Date: _____

Ownership is verified: Yes No, source: _____

Management is verified: Yes No, source: _____

Notes _____

A business occupancy waiver (BOW) is required for a new property owner(s)/property manager/business owner(s) when requesting permanent release of utilities. Please submit this form to the Development Services Department, with a fee of \$21 for processing.

I attest that I am one of the following (check one):

Change of property owner – copy of Grant Deed or County Recorder Paperwork

Property Manager representing the property owner (notarized letter required)

Change of business ownership – when one or more owner(s) is/are removed but same business is continued

New Building – with Building Permit Final – Permit No: _____

Utility/telecommunication company requests address within the right-of-way

PRIMARY (EXISTING) BUSINESS/USE

Business License No.: _____

Property Address: _____ Unit No. _____

Business Description (e.g. hair salon, office, wireless company, landlord or property manager, etc.)

Property Owner/Property Manager/Business Owner Certification

I hereby certify that I am the new owner(s)/property manager/business owner or authorized representative (notarized letter required). By signing below, I further affirm that I am the new property owner/property manager/business owner or authorized representative applying for permanent utility connections for the address or suite(s) stated above.

Signature

Date

Title

Print Name

E-mail address

Phone Number

Mailing Address

City, State

Zip Code

FAX Number