



City of Cornelia

\$50.00 Certificate of Occupancy Application

INSTRUCTIONS: Please fill in ALL information requested below and return to Cornelia City Hall

PLEASE BE ADVISED: NO APPLICATION WILL BE EXCEPTED WITH INCOMPLETE INFORMATION

City of Cornelia *Post Office Box 785* 181 Larkin Street Cornelia, Ga. 30531

Phone Number: (706)778-8585 Fax Number: (706)778-2234

Before a Certificate of Occupancy can be issued, the signature of the Cornelia Fire Marshal is Required.

To schedule an appointment for inspection, call Josh Hazle, Fire Marshal at (706)778-8585 Ext:284 or (706)949-8837

48Hours notice is required for inspections

Business Name: _____

Property Owner(s) Name(s): _____

Property Owner(s) Address and Telephone #: _____

Business Owner(s) Name(s): _____

Business Owner(s) Email: _____

Managing Agent(s) Name(s): _____

Business Type: _____

Physical Location of Business (Correct "911" Address): _____

Mailing Address of Business: _____

Phone Number at Business: _____

Square Footage to be occupied by business: _____

Nature of Business: _____

Does the space to be occupied by your business have a Fire Suppression System? YES or NO (Circle One)

Fire Marshal's Signature: _____

Building Official's Signature (New Construction): _____

Emergency Numbers: Please provide contact numbers of "Key-Holder" to be reached anytime, day, or night, in case of an emergency. This is important information that will be entered into the Habersham County 911 Center database for emergency purposes to protect you and your business. Applicant should list the following information. Name and Relation to the business owner (Self, friend, manager, employee, parents, etc.) and contact numbers.

Example

John Smith, Manager
(706)555-1234 (Home Phone)
(706)555-4321 (Cellphone)

Contact:1
Contact:2
Contact:3