



Application for a Zoning Permit

City of Peru Building & Zoning
35 S Broadway, Peru, IN 46970
Phone: 765-473-4881
www.cityofperu.org

For Staff Use Only

Submittal Date:	
Complete Date:	
Fee:	Staff:
Case #	

CHANGE OF USE/CHANGE OF OCCUPANCY APPLICATION ORD 151.044

APPLICANT INFORMATION

APPLICANT NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

PROPERTY OWNERS _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

PRIMARY POINT OF CONTACT: APPLICANT OWNER

PROPERTY INFORMATION

ADDRESS OR PROPERTY LOCATION: _____

LEGAL DESCRIPTION OF PROPERTY: _____

PARCEL ID# _____

SECTION: _____ TWP #: _____ TOWNSHIP: _____ RANGE: _____

FLOODPLAIN ZONING: _____

CURRENT PROPERTY ZONING: _____

APPLICATION INFORMATION

There is a requirement from the City of Peru that all Business owners opening a new business are to receive a letter from the Zoning Administrator stating the building's use, and the name of the new owner is correct. There is a \$35.00 charge associated with this requirement and the purpose here is to protect the owner, and the City of Peru, by informing the various city services of the existence of the business, type of business, and owner of business should, for any reason, circumstances should require this information or the owner need to be contacted.

151.044 CERTIFICATE OF OCCUPANCY.

(A) *Generally.* It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises, or both, or part thereof, hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use of structure until a certificate of occupancy has been issued by the Zoning Administrator. The certificate of occupancy shall state that the proposed use of the building or land conforms to the requirements of this chapter and that the Zoning Administrator has inspected the property and attested to that fact. Any person, firm or organization that occupies a structure before a certificate of occupancy may be required to remove all furniture or property within the structure before an inspection is made. A certificate of occupancy shall not be issued until culverts have been installed under driveways where needed.

DO YOU CURRENTLY OWN THE PROPERTY: YES NO

ARE YOU PURCHASING THE PROPERTY: YES NO

NAME OF THE BUSINESS: _____

OWNER'S MAILING ADDRESS: _____

RETAIL MERCHANTS LICENSE #: _____

IMPROVEMENTS BEING MADE TO THIS LOCATION? YES NO

IF SO, HAVE YOU OBTAINED A BUILDING PERMIT? YES NO

NOTES REGARDING IMPROVEMENTS: _____

APPLICANT SIGNATURE/OFFICE REVIEW

SIGNATURE OF APPLICANT: _____ **DATE:** _____

SIGNATURE OF PROP OWNER: _____ **DATE:** _____

SIGNATURE OF ZONING ADMIN: _____ **DATE:** _____

LEGAL NOTICE PUBLISHED: _____ **HEARING DATE:** _____