



City of Eagle Point

Business License Application Questionnaire for a Commercial Property

Applicant Name: _____ Business Name: _____

Address: _____ Phone: _____ Email: _____

The section to be completed by the applicant:

1. Are you the owner or the tenant? Owner / Tenant

If tenant, who is the owner of the building? _____

(verify via county tax assessor records)

If you are not the owner, please provide a letter of authorization from the owner that includes the specified use and square footage being used, along with acknowledgement that a tenant is not allowed to do any work to the building requiring a permit (a contractor must be used), and that the owner is responsible for all outstanding utility accounts balances.

2. What is the current /most recent approved use and occupancy? _____

3. Have any permits been applied for, or already issued? Yes / No

If so, please describe all proposed modifications to the building (structural, mechanical, electrical and/or plumbing).

4. List and describe the square footage being occupied (business area, storage area, etc).

5. Does your proposed signage comply with the zoning regulations? Yes / No

Is your signage compatible with neighboring businesses? Yes / No

Has a sign permit been applied for? Yes / No

6. Rogue Valley Sewer permit/or letter of authorization to proceed. Yes / No

The section to be completed by City staff:

6. Does the zoning district permit this use? Yes / No

7. Is a Change of Occupancy building permit required? Yes / No

8. Are System Development Charges due? (for 1st occupancy, change of occupancy, etc) Yes / No

9. Is the water meter size sufficient for the use? Yes / No

Notes: _____

Applicant Signature: _____ Date: _____