

City of Cornelia

\$50.00 Certificate of Occupancy Application

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

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

Phone #: 706/778 – 8585 * Fax #: 706/778 – 2234

Before the Certificate of Occupancy is issued, the Official Signature of one of the following is required: City Engineer, City Fire Marshall, City Planner or City Manager.

To schedule an appointment for inspection, call Billy Joe Jenkins, Fire Marshall @ 706/778-4343

Business Name: _____

Property Owner(s) Name(s): _____

Business Owner(s) Name(s): _____

Business Type: _____

Manager(s) Name(s): _____

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

Mailing Address of Business: _____

Phone Number of Business: _____

Square Footage of Building to be Occupied: _____

Nature of Business: _____

★ **Official Signature:** _____

Emergency Numbers: These are home telephone, cell phone, and pager numbers so that a "Key-Holder" can be reached anytime, **day** or **night**, in case of emergency. These numbers will be entered into the Habersham County 911 Center database for emergency purposes. **Please list as many emergency numbers as you can, this information will be used to protect your business!** Applicant should list the following information: Name, Relation to business owner (Self, friend, 2nd manager, employee, mother, father, cousin etc...) and contact numbers. Please differentiate between cell phone, home phone or pager numbers.

Example:

John Smith, manager
706/555-1234 (Home phone)
706/555-4321 (Cell phone)
706/555-6789 (Pager number)

Continue Emergency Numbers on Back if Necessary.