



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, Georgia 30531

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

Before a Certificate of Occupancy can be issued, the signature of a Cornelia City Official is REQUIRED.

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

Business Name: _____

Property Owner(s) Name(s): _____

Property Owner(s) Address and Telephone #: _____

Business Owner(s) Name(s): _____

Managing Agent(s) Name(s): _____

Business Type: _____

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

Mailing Address of Business: _____

Phone Number at Business: (This **MUST** be a "Land-Line", Mobile #'s will not be accepted) _____

Square Footage to be Occupied by business: _____

Nature of Business: _____

Food Service Permit # or Department of Agriculture #: (If Applicable) _____ Provide Copy

Does the space to be occupied by your business have a Fire Suppression System? **YES** ~or~ **NO** (PLEASE CIRCLE ONE)

★ **City Official's Signature:** _____

Emergency Numbers: Please provide contact numbers of "Key-Holders" to be reached anytime, day or night, in case of emergency. This important information 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 business owner (Self, friend, manager, employee, mother, father, cousin, etc...) and contact numbers. Please differentiate between home phone & cell phone numbers.

Example:

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

Continue Emergency Numbers on Back if Necessary.