Sand Springs
OKLAHOMA

City of Sand Springs, Oklahoma

Neighborhood Services Department
100 E. Broadway St. / P.O. Box 338 – Sand Springs OK 74063
Phone: 918-246-2572
neighborhoodservices@sandspringsok.org

CERTIFICATE OF OCCUPANCY APPLICATION

Business Name: ____

Street Address: ____

Mailing Address: ____

Email: ____

Type of Business: ____

Owner/Contact: ________________________ **Phone:** __________________

SSN: ________________________ **Fed. Tax ID:** ______________________

( ) New Business **( ) Change in Use/Occupancy**

Anticipated Occupancy Date: ________________________________

Applicant understands that a Certificate of Occupancy shall be issued prior to opening a business. The applicant shall assure the building meets all building, trade and fire code requirements adopted by the State of Oklahoma and the City of Sand Springs prior to occupancy. City Code 15.04.050)

Applicant's Signature: ________________________________

A $200 Fee Is Due When Submitting This Application

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(office use only)

Planning	Date Received	Date Approved
Inspections	Date Received	Date Approved
Fire Marshal	Date Received	Date Approved
Environmental Compliance	Date Received	Date Approved