



## Change of Occupancy Application

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

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### Change of Occupancy Process:

A Change of Occupancy is a request to change the use of a building from one use category to another under State of Oregon Building and Land Use Codes. A Change of Occupancy requires review by the City of Veneta Community Development Department and the contracted Building Official. Building and other permits may be necessary to complete the required changes to the building.

Submit the completed application with the following:

- Floor plans for the building showing the existing conditions and the proposed use.
- A letter detailing the request, including information such as the current occupancy and the proposed occupancy for the building.
- Information on the use of each area of the building both existing and proposed.
- Any special information about the building (example: does it have fire sprinklers, fire alarms, etc.).
- If the proposed use will be a commercial building, the plans will need to show compliance with the Americans with Disabilities Act (ADA) for access to the site, parking, restrooms, and possibly other applicable requirements.

After submittal the application is routed to the Community Development Department for review. Next, the building plans examiner will review the application packet and offer comment.

Please be aware, other issues, which may require their own permitting process, could be identified during the review process.

The plans examiner will review the proposed change under the applicable State Building Codes. Once the required permitted work, if any, has been completed and approved by the inspector, a new Certificate of Occupancy will be issued for the building indicating the Change of Occupancy process is complete and the building is ready for use.

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