



CHANGE OF OCCUPANT PERMIT APPLICATION

City of Newport Codes Enforcement
300 East Main Street – Newport TN 37821
Phone: (423) 623-7323 – Fax: (423) 623-7098
bnease@newporttn.org buildingofficial@newporttn.org



Date: _____ Business License# _____ Permit # _____

Business location: _____

Mailing address if different: _____

Business name: _____ Phone number _____

Business owner: _____ Owner/Agent of building: _____

Square footage of space _____ Do you rent _____, own _____, or lease _____ this space?

Nature of proposed business: _____

Nature of former business: _____

New Business _____ Change of Business _____ New Building _____ Ownership Change _____

Location Change: _____ If so, previous address: _____

Name and phone number of contact person to arrange for inspection of building:

Name: _____ Phone# _____

Two residential, local names and phone numbers of contact persons for Fire Department to reach in case of fire or emergency after hours:

1. Name: _____ Phone number _____

2. Name: _____ Phone number _____

Stories above grade _____ Square footage _____

Does the building have a fire suppression system (yes) _____ (no) _____

Does the building have a fire alarm system (yes) _____ (no) _____

Buildings or spaces will not be allowed to be occupied without a current permit to occupy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Permit to Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before the space may be occupied.

In Consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the City of Newport, Tennessee. I also understand that periodic life safety inspections of my/our business may be performed. I/We agree that it is our responsibility for coordinating and scheduling the required inspections for these permits. **THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY BUILDING**

Signed: _____ Print: _____