

**APPLICATION REQUIREMENTS – Certificate of Use****PRCU***Commercial Tenant Space***Information Required for Online Portal Application**

- Description of Business
- Building Use
- Prepared to Pay Application Fee

**Submittal Requirements**

The submittal items below must have documents submitted for review

**Zoning Certificate** – Approved for Use in Building

- **Site Planning Document:** A site plan/plot plan depicting building location and parking layout. May be hand drawn.
- **Construction Plans:** Floorplans reflecting the layout and exits – labeling all rooms/areas. May be hand drawn. [Example Floorplan](#)
- **Additional Submittal Requirements**

Additional submittal items and documents may be required based on information provided and scope of work.

- Fire Certificate

**Procedure:**

- Apply for [Zoning Use Certificate](#).
- After Zoning acceptance – Apply for PRCU.
- Planning and Building departments will review for acceptance.
- One inspection will be scheduled for confirmation.
- Upon acceptance by Planning, Building & Inspections, a [Certificate of Use](#) will be issued.
- Take Fire Certificate, Zoning approval, Certificate of Use to Business Tax Office for License.
- If Application is denied, then a building permit will be required. See PRCS weblink for additional instructions.