



Fremont County
 Planning & Building Department
 125 N. Bridge St. Suite 1
 St. Anthony, ID 83445
 (208)624-4643 Office
 (208)624-1320 Fax

**MINOR CHANGE OF OCCUPANCY
 APPLICATION
 CLASS I PERMIT**

Permit # _____
 RA: _____
 Date: _____
 Fee \$100: _____

THIS FORM MUST BE FILLED OUT COMPLETELY

SUBMITTAL: The review process will require 7-10 working days.

3.02.010.f any **minor change of use** in an existing commercial or industrial use of structure.

SECTION 1: OWNER INFORMATION

OWNERS:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax: _____
 E-mail: _____

I consent to this application and allow planning & building staff to enter the property for site inspections related to this application.

Signature: (Owner)

Date: _____

APPLICANT:

Name _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Fax _____
 Email: _____

I certify information is correct to the best of my Knowledge.

Signature: (Applicant)

Date: _____

This signature acknowledges that all information on this application and the attached plans is true and correct AND the activity permitted is conducted in full compliance with all ordinances of Fremont County, and State and Federal law; AND that the activity conducted to be in full compliance with any and all conditions imposed on the permit's approval.

I consent to this application and allow Planning & Building Staff to enter the property for site inspections related to this application.

SECTION 2: PROPERTY DETAILS

Legal Description: Section _____ Township _____ Range _____
 Parcel Number _____ Site Address: _____
 Owner Name: _____ Telephone: (_____) _____
 Address: _____
 City: _____ State: _____ Zip: _____

SECTION 3: GENERAL INFORMATION

What is the current use of the existing structure? _____
 What is the new proposed use? _____

 Size of parcel in acres or square feet _____

SECTION 4: ADDITIONAL REQUIREMENTS

- PARCEL MAP** Available from the Assessor's office
- WARRANTY DEED** – or evidence of providing information as to current owner of property
- What types of traffic will this generate?**
- Does the existing property currently have adequate parking and unloading areas for your proposed business?**
- What are the expected and potential impacts on neighboring uses from your proposed business?**

Please be aware that the following agencies may require additional permitting.

- IDAHO DEPARTMENT WATER RESOURCES** – Can an individual well be drilled on the parcels?
- FIRE DISTRICT** – Please be aware of accessibility issues for emergency vehicles to be able to reach your property.
Address numbers need to be visible for emergency services to be able to locate your property
- UTILITY COMPANY** – Can power be provided to parcels?
- DISTRICT SEVEN HEALTH DEPARTMENT** – Can an individual septic system be placed on the parcel?

SITE PLAN showing the site, proposed buildings, existing buildings, existing and proposed signage, access and parking, utility easements, canals, setbacks, abutting land uses, and the items noted below.
This must be legible and drawn to scale.

- SCALE AND DIMENSIONED SIGN ELEVATIONS OF ANY PROPOSED REPLACEMENT SIGNS.**
Number each sign (both existing and proposed) and note the exact location on the site plan.
Provide the dimension from each sign to front property line and the closest side property line.
Show the right of way location as well as the property lines.

- Scale and dimensioned building elevations of any walls where signs will be placed.**
- Floor Area**
- DETAILED LETTER** by applicant explaining the previous occupancy and the nature of business of the proposed occupancy including:
- How many employees will be working in this business?**
- Does the existing property currently have adequate parking and unloading areas for your proposed business?**
- What types of traffic will this generate?**
- What are the expected and potential impacts on neighboring uses from your proposed business?**

OFFICE USE ONLY

RECEIVED BY:

DATE:

PERMIT APPROVED BY:

DATE:

COMMENTS: