



## Request for Occupancy

*(To be submitted no less than 10 working days prior to desired date of occupancy.)*

|                |                   |
|----------------|-------------------|
| Contact Person | Address/Phone No. |
|----------------|-------------------|

| <b>OCCUPANCY INFORMATION</b> |  |
|------------------------------|--|
|------------------------------|--|

|          |                        |
|----------|------------------------|
| Building | Date Request Submitted |
|----------|------------------------|

|                           |                          |
|---------------------------|--------------------------|
| Date Ready for Inspection | Date Occupancy Requested |
|---------------------------|--------------------------|

**NOTE:** Project Manager must be available to participate in inspection. Fire Marshal's Office will schedule inspection on or after date the building is ready for inspection. Failure to provide adequate time between inspection date and occupancy date may result in delayed occupancy.

Edition of codes under which construction was designed (Mechanical, Electrical, Plumbing, etc.)

Architectural Firm

General Contractor

|           |           |
|-----------|-----------|
| Group Use | Occupancy |
|-----------|-----------|

Type of Construction

Special stipulations and/or exceptions

Approved for Occupancy Full / Temporary)

Permit for Occupancy denied

\_\_\_\_\_  
University Fire Marshal                      Date

Deficiencies