

COMMERCIAL TENANT USE FORM

[To be submitted with building permit]

Date:

Bldg. Permit #

In order for the Planning Department to determine whether a proposed retail/commercial/service use conforms to the Town Development Regulations and the Town Code, the Departments of Planning and Public Works must be made aware of any and all uses and/or services provided by the occupant/owner.

Issuance of a Building Permit and/or a Final Use and Occupancy Certificate will be based on the information provided herein. Failure to provide complete information, or any misrepresentation resulting in a zoning/building code violation, may result in the revocation of any and all permits.

Location:

Suite #

Name of Business:

Applicant Name (print):

Property Owner Name:

Describe Alterations/Modifications to Existing Space:

Type of Business:

Phone No.

Hours of Operation:

Items for Sale:

Type of Service(s) Offered:

ATTENTION BUSINESS OWNERS: It is the business owner(s) responsibility to acquire any/all necessary business license(s). Contact the Circuit Court for Harford County at 638-3248 for more information regarding license requirements. Once a license has been issued, a copy must be forwarded to the Town of Bel Air Finance Office, 39 Hickory Avenue, Bel Air, MD 21014. Should you have any questions or require additional assistance, contact the Finance Office at 638-4555.

Witness Signature

Applicant/Occupant/Business Owner Signature

Approval Date

Zoning Official