

Dawson County Fire Marshal's Office (DCFMO) – Tenant Change Form



Fire Prevention Division

Application to Occupy a Building/Space that has a Valid Previously Issued Certificate of Occupancy; Dawsonville and Unincorporated Dawson County

New Business Name: _____

Address: _____

Suite # _____ Phone # _____

Owner's Name: _____

Email: _____

Sublease/Sublet: *(multiple businesses occupying the same suite, one has a valid C/O)*

This application is for a Name Change, Sublease, or Re-Issuance of DCFMO occupancy for Assembly, Storage or Industrial occupancies. Complete the application and provide the following items below so your documents and tenant floor plans can be reviewed.

- 1) Provide a current floor plan as presently configured/arranged (*floor plan commonly found with lease documents*)
- 2) Provide a Scope of Operations letter describing the businesses day-to-day operation

Affidavit: OWNER

I _____ (PRINT) am notifying DCFMO that the, business, and/or owners' is changing at the above listed location. I have made no changes in any way (gas lines, mechanical, plumbing and/or electrical work, moving of load bearing, or non-load bearing walls, or exits) to the address listed above. I also affirm that I will be conducting the same type of business that was previously approved by your office. I understand that if I wish to make any changes that influence the occupancy type, I must first submit plans to DCFMO and the Building Department obtain a commercial permit through the Building Department. I also understand that the DCFMO will schedule a fire inspection of my business prior to the completion of this process. The inspector may discover violations that will need to be corrected in a timely manner. I also understand that the inspector may find violations that will require plans to be submitted and a permit obtained to correct the violations.

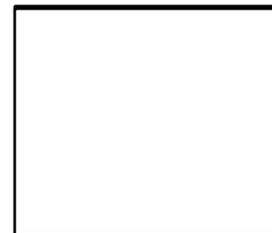
To the best of my knowledge, all the information that I have provided is true.

A Dawson County Business licenses shall not be issued until the Dawson County Fire Marshal inspects and approves the Tenant Change.

Public Notary Section

Signature: _____ Notary Stamp: _____

Date of witness: _____ Expiration: _____



FOR DCFMO Use Only:

1. Enter the applicant into Energov and create a <i>Tenant Change Permit</i>		
2. Check with the Building Department staff prior to approving this request		
3. Type of Plan review required:		
4. Inform status and required action to the tenant		
5. Application:		
Occupancy Classification:	Occupant Load:	
	Date:	
Inspector: _____	Date: _____	Pass _____ Fail _____

(This process does not apply to CO's issued prior to 1982 in accordance with O.C.G.A. 25 – 2 – 12 – C - 4)