



Planning & Economic Development Department

TENANT OCCUPANCY APPLICATION

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

Application Date: ___/___/___

PERMIT NO. _____

THIS APPLICATION IS FOR ALL BUSINESSES THAT ARE NEW, CHANGING LOCATIONS OR CHANGING OWNERSHIP.

Property & Tenant Information:

| | | | |
|------------------------|------------------------------|---|----------------|
| ADDRESS: | | SUITE # | BUSINESS NAME: |
| CONTACT NAME: | | E-MAIL: | |
| PHONE #: | SQUARE FOOTAGE OF SPACE: | SERVICE(S) OFFERED: <input type="checkbox"/> See Attached | |
| ESTIMATED OPEN DATE: | PROPOSED CHANGE(S) TO SPACE: | | |
| PREVIOUS USE OF SPACE: | | | |

Owner/Landlord Information:

| | |
|-----------------|--------------|
| NAME: | ADDRESS: |
| CONTACT PERSON: | EMAIL: |
| PHONE #: | ALTERNATE #: |

REASON FOR THIS REQUEST:

My business is New Changing Locations (within the City of Morrow) or Changing Ownership

If Changing Locations, what was your previous address: _____

I CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. IN THE EVENT THAT THERE IS A CHANGE IN STATUS ON THIS PROJECT, I UNDERSTAND THAT I WILL BE HELD RESPONSIBLE TO ONLY DO THE WORK STATED ABOVE, UNLESS THE PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT HAS BEEN NOTIFIED IN WRITING, OF ANY CHANGE. I UNDERSTAND THAT THIS PERMIT MAY BE REVOKED FOR FALSE STATEMENTS OR REPRESENTATION AS TO ALL ELEMENTS OF THIS APPLICATION. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING OPENING AND OPERATING A BUSINESS, INCLUDING OBTAINING A BUSINESS LICENSE AND APPLICABLE PERMITS FROM THE CITY OF MORROW, SHALL BE COMPLIED WITH.

Date: _____ Printed Name: _____ Signature: _____

FOR OFFICE USE ONLY : (Processed and entered into the system)

ZONING VERIFIED: _____ ACCEPTED BY: _____ DATE RECEIVED: _____

APPLICATION/PERMIT FEE: \$ 155.00 PAYMENT METHOD: CHECK CHECK # _____ CREDIT/DEBIT CARD MONEY ORDER

APPROVED/DENIED BY: _____ DATE: _____



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Contact List

City of Morrow:

Martha "Marti" Tracy
Permits, Zoning & Code Enforcement
678.902.0870
mtracy@cityofmorrow.com

Van Tran
Sanitation Department
770.960.3000
vantran@cityofmorrow.com

Denise Ortiz
Assistant Court Clerk/Business Licenses
770.961.4002
dortiz@cityofmorrow.com

Other Contacts:

Troy Usry
Clayton County Water
Office: (770) 302-3463
troy.usry@ccwa.us
**ALL restaurant owners and/or tenants must call for inspections prior to allowing for any permit*

Samuel McCullough
Clayton County Environmental Health
678.610.7425
smccullough@dhr.state.ga.us

Patrick Ejike
Clayton County Planning & Zoning
770. 477.3569

IMPORTANT NOTICE

If your business is for food service or has a kitchen component of any kind, you must contact the Clayton County Water Authority and Clayton County Environmental Health at your earliest convenience.

GAPower Company
(404) 506-6526

404.506.6526

Atlanta Gas Light
404.584.4000