Town of Unity
Occupancy Permit Application

Note to Applicant: Occupancy Permits are designed to ensure that certain local and state requirements (such as adequate smoke detectors) have been met before a building is occupied. A Permit shall be obtained prior to occupancy of: a) any new structure, including building additions larger than 250 square feet; b) any new rental unity (commercial or residential) created within an existing structure; c) any existing structure or rental unit within that structure that has been vacant for more than a year; or d) any existing structure that will be used, in whole or in part, for a new commercial enterprise (other than a home-based business, which is exempted). Most Occupancy Permits can be issued by Unity's Code Enforcement Officer (CEO) within a few days. Some Occupancy Permits must, however, be issued by the Planning Board, which only meets monthly. Applicants are encouraged to consult Unity's Land Use Ordinance and to submit an application early enough if it appears that Planning Board Review will be needed.

Please complete a separate application or each building.

Applicant's name _____ Telephone number _____ (day) _____ (eve)

Applicant's mailing address: _____

Street address of building site: _____ Tax Map: _____ Lot Number _____

Is the structure located in an area serviced by the public sewer operated by the Unity Utilities District? _____ Yes _____ No
If Yes, applicant must obtain a Unity Utilities District Permit prior to any use of site.

Please check the category (or categories) that apply:
_____ new building that has never before been occupied
_____ existing building that has been renovated and/or expanded
_____ existing building that is undergoing a change of use
_____ existing building that has been vacant for at least a year

Date received by Town Clerk: _____ Clerk's initials: _____ Application # _____

CEO Report
Date of site visit: _____
Number of units: _____ residential _____ commercial
Estimated number of employees at building: _____ (overall) _____ (net over prior conditions)
Special features or factors:_____
_____

CEO Action
_____ Approved
_____ Approved with following conditions:
_____ Denied, reasons for denial:
_____ Forward to Planning Board for Board's consideration
Date of Action: _____ Signature of CEO _____

Planning Board Action (if required)
_____ Approved
_____ Approved with following conditions:
_____ Denied, reasons for denial:
Date of Action: _____ Signature of Planning Board Chairperson _____

Unity Utilities District Action
_____ Approve
_____ Approve with following conditions:_____
_____ Deny, reasons for denial:_____
Date of Action _____ Signature of Unity Utilities District President _____
Explain change of use (if applicable):