



Attention

**Due to the current outbreak of COVID-19,
Blanchard City Hall will be closed to the public.**

Instructions For Submitting Forms/Supporting Documents:

1. Download this form and save it to your desktop
2. Open the form from your desktop, fill it out, & save
3. Email the form and supporting documents to:

permits@cityofblanchard.us

If you have fees associated with your form you can:

- Mail to: City of Blanchard
PO Box 480
Blanchard, OK 73010
- Drop in one of the two drop-boxes:
 - o Alley Behind City Hall Parking Lot
 - o City Hall front entrance along Main St

Contact us at (405) 485-9392 if you require additional assistance and we will try to help. – City Hall Admin.



Commercial Certificate of Occupancy Application

Fee \$50.00

DATE: _____

Business Info

Name of Applicant: _____

Email: _____

Mailing Address: _____

City, ST, ZIP: _____ Phone: _____

Physical Address of Business*: _____

*If no physical address, the City Planner must assign address prior to occupancy approval

Type of Business: _____

Owner/Corporation Name (if different than business name): _____

Sales Tax Permit Number: _____

Business Phone (If different from Applicant Phone) _____

Please provide a copy of your Sales Tax Letter

Property Owner Info

Owner of property (If different from Applicant): _____

Parcel ID: _____ Current Zoning: _____

Required Zoning (if different, and submitted with application for rezoning): _____

Zoning Applicant Number (If applicable): _____

Please attach the following (if necessitated by the type of business or ownership):

- ABLE Permit
- Alarm Permit
- Dept. of Human Services Inspection
- DEQ Permit
- Dept. of Health Inspection
- Signed Copy of Lease

After review period of no more than three (3) business days after receiving a completed application with all attachments, city staff will meet with the applicant to discuss any other necessary materials, zoning requirements, and next steps.

City Clerk: _____ City Inspector: _____

Date Approved: _____

Upon Approval a certificate will be issued to the Applicant