



Town of Groton Change of Occupancy Tenant Application

Return to:
Inspection Services
134 Groton Long Point Road
Groton, CT 06340-4873
Phone: (860) 446-5982
Fax: (860) 448-4094

(For Office Use Only)

Permit No. _____

Fee: _____

PROPERTY LOCATION (Street Address): _____

OWNER IDENTIFICATION:

Owner(s) Name (as it appears in Land Records) _____

Contact Information: _____
(Address, Phone # and, Email)

APPLICANT IDENTIFICATION:

Tenant Name: _____

Mailing Address: _____

Town: _____ State _____ Zip _____

E-mail: _____ Telephone: _____

Describe the Business Activity

Please call the building department and make an appointment for a site inspection to verify that the space you are leasing has all of the require code elements and that the space has been maintained by the owner or previous tenant. If the inspection uncovers items needing replacement or repair (such as emergency light bulbs), these items will need to be done prior to opening for business. **Other items you may also need to submit:** Floor plans with spaces identified as to their uses, Sign Permit, Fire Alarm and Sprinkler annual testing certificates for the owner, Permits for construction, electrical plumbing or HVAC.

If your Change of Occupancy causes a Change of Use of the space, there may be a need to review the code requirements to correctly match the new Use.

Other Departments or Agencies you may need to obtain permits from or schedule inspections with: Town of Groton Planning Department, Public Works Department, Fire Marshal's Office, Ledge Light Health District.

Zoning Official

Date of Approval