



CITY OF MONTICELLO

Community Development
505 Walnut Street, Suite 1
Monticello, MN 55362
(763) 295-2711 | Community.development@ci.monticello.mn.us

**Change in Use or
Occupancy Form**

Name of Proposed Business: (DBA) _____

Legal Name of Proposed Business (if different): _____

Contact Name: _____ Email: _____ Phone: _____

Contact Address: _____

Address of Business: _____ Hours of Operation _____

Expected Opening Date: _____ Space Size (Square Feet): _____

How was the space previously used? _____

How will you use the space? _____

NAICS Code _____ Number of Employees: Full-Time: _____ Part-Time: _____

Are you installing any signage? _____ If yes, please describe type: _____

Are you planning on having any outdoor storage? _____

Are you making any structural or other improvements within the space? _____

If yes, please describe the improvements: _____

Please attach site plans, sketches, photos, or other information to help us better understand the use.

Please note that building, land use and/or sign permits or other licensing may apply based on use.

Signature: _____ Date: _____

Printed Name: _____

-Staff Use Only-

Date Received: _____ Date Reviewed/Approved: _____ Zoning District: _____

Involved Staff:

Licenses/Permits/Reviews Required:

Building Inspector

City Clerk

Community Development/Planning

Public Works/Engineering

Fire Department



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**Change in Use or
Occupancy Review**

COMMENTS:

Community Development/Zoning

Building Safety & Code Enforcement

City Clerk

Public Works/Engineering

Fire Department