



## Occupancy Change Permit Application

Permit # \_\_\_\_\_

Property Identification Number (PIN#): \_\_\_\_\_

Property Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Zoning: \_\_\_\_\_ Heated SQFT: \_\_\_\_\_ Non-Heated SQFT: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Property Owners Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Current Property Use: \_\_\_\_\_ Proposed Property Use: \_\_\_\_\_

**Attach the following:** *Please note: Additional documentation/and or information may be required*

- Site Plan of the Property
- Floor Plan of the Property

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Request

**PLEASE RETURN COMPLETED APPLICATION BY MAIL OR IN PERSON AND FEES TO:**

City of Port Wentworth  
Development Services  
7224 Highway 21  
Port Wentworth, GA 31407