



Date Received _____

Received By _____

3080 Moon Station Road, 2nd floor, Kennesaw, GA 30144 | (770) 590-8268 | zoningdept@kennesaw-ga.gov

Zoning Verification - Certificate of Occupancy

Before obtaining a Certificate of Occupancy and Business License, zoning confirmation for the proposed use is required. To begin the process, complete the requested information in this application and submit through the [iWork portal](#) on the city's website.

Select one option: ☐ A change in ownership of the business only
☐ A change in the name of the business only
☐ A change in the occupant and/or name to unoccupied space

Applicant Information

Name: _____

E-mail: _____ Phone: _____

Business Information

Proposed Business Name: _____

Proposed Business Address: _____ Suite #: _____

Total Square Footage : _____ Parking Available on site : ☐ Yes ☐ No

Detailed description of the proposed business and use of space: _____

Proposed NAICS Code (www.NAICS.com): _____

Will a permanent or temporary sign be installed on the building or property in connection with the proposed business ? ☐ Yes ☐ No

If yes, a separate sign permit is required

Will there be changes including installing, enlarging, removing or repairing done to the structure or any electrical, plumbing or mechanic work done. ☐ Yes ☐ No

If yes, a separate building permit is required

OFFICIAL USE ONLY

Parcel ID#: _____ Current Zoning: _____

Is Use Allowed: ☐ Yes ☐ No Sufficient Parking Available on site: ☐ Yes ☐ No

Conditions (If Applicable): _____

Staff Signature: _____ Date: _____