



Northfield Area Fire &
Rescue Service
301 5th St W
Northfield, MN 55057
(507)366-8124

CHANGE OF USE OR OCCUPANCY REVIEW APPLICATION

*COMMERCIAL BUILDINGS, TENANT SPACES, BUSINESSES,
& RESIDENTIAL ASSISTED LIVING FACILITIES*

NOTE: This is not an application for any construction/alteration, or signage. If required, separate permit applications for Zoning, Building, Fire, Electric, Plumbing, or Mechanical must be submitted in addition.

Business Property Address:		Building/Suite/Apartment/Unit:	
Owner Name:		Owner Phone Number:	
Email Address:		Owner Cell Number:	
Owner Address: (if different than above)			
Previous Business/Tenant Description or use (if known): If "temporary", list start and estimated dates:			
Building Sprinkler System: Yes No Unknown		Building Fire Alarm System: Yes No Unknown	
Backflow Preventer(s)/RPZ on site: Yes No Unknown		Fat, oil, grease interceptor/trap on site: Yes No	
Key Holder Information (For Fire Department records) Name:		Fire Department Knox Box (box on outside of building with key): Yes No Unknown Phone number (primary number for after-hours emergency calls):	
Occupant/Applicant: <input type="checkbox"/> Property Owner (same as above) <input type="checkbox"/> Tenant, Business Owner/Operator			
Primary Contact Name:		Email: Phone Number:	
Proposed Tenant/Business Name:		Company Email Address:	
Mailing Address:			
<input type="checkbox"/> RETAIL/MERCANTILE <input type="checkbox"/> SERVICE(S) FOOD/DRINK EDUCATION/INSTITUT/RELIG ASSEMBLY FACTORY WAREHOUSE/STORAGE HAZARDOUS RESIDENTIAL/ASSISTED LIVING MISC/OTHER:			
Proposed Business Description:			
Describe any proposed remodeling/alterations, demolition, or additions:		Expected Completion/Opening Date:	
Are there <i>Special Approvals</i> needed (i.e. variances, CUP's, etc.) or details included with this project:			
<p>Minnesota State Fire Code 2020 section 102.3 Change of use or occupancy. A change of occupancy shall not be made unless the use or occupancy is made to comply with the requirements of this code and the International Existing Building Code. Exception - Where approved by the fire code official, a change of occupancy shall be permitted without complying with the requirements of this code and the International Existing Building Code, provided that the new or proposed use or occupancy is less hazardous, based on life and fire risk, than the existing use or occupancy.</p>			
Applicant Signature (required)		Date	

APPLICATION FEE \$100.00

As a requirement of the administrative provisions of the MN State Building & Fire codes, and in the interest of maintaining healthy and safe buildings within our community, a change of occupancy and/or use of any commercial space requires a Change of Occupancy review. A *Change of Occupancy*, and/or *Certificate of Occupancy* will be issued after inspection(s) determines that all the minimum requirements of fire, life, health, and safety have been met for the intended occupants.

Purpose of the program

- Help proposed businesses verify if the use and occupancy is allowed based on codes.
- Educate business owners/tenants about what is needed for them (and the patrons) to safely occupy the environment by meeting all the City ordinance requirements and State Building & Fire Codes.
- Allows the Rice/Steele 911 Center to keep up-to-date records and accurate emergency key holder information, which will assist the business and first responders in the event of a fire or emergency.
- Assist NAFRS and other emergency responders in identifying any potentially hazardous materials, contaminants, or risks to the public or public utilities within the community.

General Requirements & Process

- **Change of Use/Occupancy review is required for all new or relocated businesses in existing premises.**
- **A \$100.00 per tenant fee is required for administration and inspection(s).**
- **The application shall include a dimensioned Fire Safety & Evacuation plan/layout of the space.**
- The application and plan must be reviewed and approved before any City permits will be issued.
- A Fire-Egress-Health-Safety inspection will be scheduled after the permit is issued;
 - a) If there are no other permits involved, the inspection will be done by the Fire Inspector.
 - b) If there are building permits involved, it may be included as part of the final inspection(s) for any building and/or fire permit involved, and will be done by the Fire Inspector and/or the Building Official.
 - c) A code analysis done by a design professional may be required if requested by the fire code or building official.
- A written notice or corrections will be sent to the prospective business and building owner by email and/or mail after the inspection.
- Corrections of all safety related items must be completed, and a re-inspection passed, before a Certificate of Occupancy will be issued and the building can be occupied by the public.
- Certain corrections of non-safety related items may be completed after occupancy, if a Temporary Certificate of Occupancy is issued along with a signed agreement from the owner/tenant.
- City of Northfield
 - a) For questions regarding permitted uses in the zoning district, zoning permits, or signs, please visit the City of Northfield Community Development website or call 507-645-3036.
 - b) For questions regarding construction and all other permits, please visit the City of Northfield website or call Buildings & Inspections division 507-645-3004
- City of Dundas - Contact City Hall 507-645-2852

Other Permit Requirements

Building permits are required for finishing any unfinished space, conversions, and alterations. Zoning permits are required for signage. Separate plumbing, mechanical, and electrical permits may also be required. Contact the respective City if you are uncertain whether the work requires a permit or not.

- Only the property owner or a licensed contractor can apply for a building permit for a commercial space.
- Only a State licensed contractor can apply for a plumbing, mechanical, or electrical permit for a commercial space.
- Building, Plumbing, Plumbing Plan Review, and Mechanical permits are issued through the City of Northfield. Mechanical permits with valuations over \$100K may need to be reviewed by the State.
- The tenant/business, property owner, or contractor can apply for a Zoning permit for a commercial space.

This form can be **downloaded and saved locally as a new name**, filled in as a fillable-PDF, and submitted to NAFRS directly with the link below. Otherwise, it can be emailed to tom.nelson@nafrs.org. We will invoice for the application fee separately.