



Department of Building Safety

101 4th Street East, Hastings, MN 55033

Phone: 651-480-2342

Email: building@hastingsmn.gov

www.Hastingsmn.gov

**Change of Use/Change of Occupancy
Application**

CHANGE OF USE, TENANT, or OCCUPANCY

If you intend to change the tenant, the use of the occupancy, or the occupancy of a commercial or industrial property, you must make application to the City of Hastings to ensure the new use complies with applicable Zoning, Life Safety, and Building Code requirements.

Permits must be submitted by the responsible contractor, property owner or authorized agent (tenant).

APPLICATION SUBMITTAL CHECKLIST

Submit via Email: building@hastingsmn.gov

- Completed and signed Change of Use/Change of Occupancy Application.
- Authorized agent form if tenant is the Applicant.
- Occupancy classification
- SAC determination letter
- Floor plan
 - Existing & proposed layout, shelving, workspaces, window/door locations, etc.
 - Dimensions
 - Label spaces with intended use (ex. bath, storage, break room)
 - Exiting
 - Adjacent unit occupancy

Inspections and Review

If no reconfiguration of space is planned a “Life Safety” inspection of the property shall be conducted to show compliance with the applicable State Building and Fire Codes. If corrections are needed, plans and permits may be required. Once the inspection has been approved the inspection record can be signed as proof of compliance.

If you plan to reconfigure the space, which will include, removal of walls or doors, or the addition of walls or doors, building permits will be required.

The following information must be submitted (as applicable) separate from the information above.

- Permit application for any building, electrical, plumbing, mechanical, fire alarm/sprinkler or electrical work.
- Sign permit application submitted to Planning & Zoning department.
- HPC approval for any changes that involve the exterior of a designated Historic Preservation Site.
- SAC determination application submitted to [Metropolitan Council](#).

Incomplete applications will extend the review period. To minimize the period for review and permit approval, it is very important that your application is complete, and all the required supporting documentation is attached. CONTACT THE BUILDING SAFETY DEPARTMENT IF YOU HAVE QUESTIONS OR NEED HELP.



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SITE ADDRESS: _____

PID#: _____

PROPERTY OWNER NAME: _____

Phone: _____

Street Address: _____

Email: _____

City: _____ State: _____ Zip: _____

TENANT NAME: _____

Phone: _____

Street Address: _____

Email: _____

City: _____ State: _____ Zip: _____

Description of Project: _____ **Valuation:** \$ _____

Note: If building is a Heritage Preservation Site prior approval from city planner and/or HPC is required before issuance of permit for any work involving the exterior of the structure.

Building Contractor <input type="checkbox"/> Owner/Tenant Performed (Owner Waiver or Authorized Agent Form Required)	Company/Name: _____ Phone: _____
	License # _____ Exp Date: _____
	Street Address: _____
	City: _____ State: _____ Zip: _____
	Email: _____

The undersigned acknowledges that he/she has read this application, and the above information is correct and accurate. Applicant also understands by signing this application that he/she could be held responsible as representative of this project for any violation of compliance with all applicable laws and ordinances of the City of Hastings.

Signature of Applicant or Authorized Agent

Date

NOTICE: This is an **application only**. Permit will be issued after City approval and payment of fees. Permit shall be null and void if authorized work is not started within 180 days or work is suspended for 180 days or more.

Change of Use/Change of Occupancy Permit Fee: \$100.00



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OFFICE USE ONLY

Bld Type	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> MIXED USE			
Work Type				
Required Inspections	<input type="checkbox"/> Final <input type="checkbox"/> Life Safety Final		<input type="checkbox"/> <input type="checkbox"/>	
Fee Notes		<input type="checkbox"/> Other <hr/> <hr/> <hr/>		

Building Approval: _____ Date: _____

Planning Approval: _____ Date: _____

Fire Marshal Approval: _____ Date: _____