



**DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS  
 PERMITS OPERATION DIVISION  
 1100 4<sup>TH</sup> Street. S.W., 2<sup>nd</sup> Floor  
 Washington, DC 20024**

**PRE-OCCUPANCY DATA SHEET**

<b>1. ADDRESS OF PROPOSED WORK</b>		<b>2. LOT</b>	<b>3. SQUARE</b>	<b>4. APPLICATION DATE</b>	
<b>5. OWNER OF BUILDING OR BUSINESS</b>		<b>6. ADDRESS OF OWNER</b>		<b>7. PHONE NUMBER</b> WORK: OFFICE:	
<b>8. AGENT FOR OWNER</b>		<b>9. ADDRESS OF AGENT</b>		<b>10. PHONE NUMBER</b> WORK: OFFICE:	
<b>11. EXISTING USE OF PREMISES</b>			<b>12. USE DISTRICT</b>		
			<b>13. BZA NUMBER</b>		
<b>14. PROPOSED USES(S) OF PREMISES WHICH REQUIRES A CERTIFICATE OF OCCUPANCY:</b>					
<u>USE</u>	<u>OCCUPANCY LOAD</u>	<u>FLOOR</u>	<u>SQ. FEET</u>	<u>APPROVAL DATE</u>	<u>BY</u>
A. _____	_____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____	_____
E. _____	_____	_____	_____	_____	_____
F. _____	_____	_____	_____	_____	_____
<b>15. <input type="checkbox"/> BUILDING PLANS                      <input type="checkbox"/> TENANT LAY OUT</b>					
<input type="checkbox"/> <b>ZONING INSPECTION REQUIRED</b>			<b>16. COMMENTS</b>		
<b>17. EXAMINERS SIGNATURE:</b> _____				<b>DATE:</b> _____	