

**City of Westminster Commercial Inspection Form**

**Instructions:** The following individual has indicated that they will be applying for City of Westminster Utilities and a Business License. Accordingly, the associated Zoning, Fire, and Business Code Inspections must be approved and signed off by the appropriate inspector or official. A business license will not be issued if each of the following has not been approved. Applicants must submit a copy of their lease or proof of ownership of the property for utility clearance and subsequent business license.

**General Information**

Name of Applicant:	
Name of Business:	
Property Address:	
Business Type:	
Date:	

**Property Owner Information**

Name:	
Address:	
Telephone:	

**Renter/Lessee Information (if applicable)**

Name:	
Address:	
Telephone:	

**Approvals**

	<b>Officer</b>	<b>Signature</b>	<b>Date</b>
<b>1. Zoning/Municipal Code Clearance</b>	<i>City Zoning Official</i>		
<b>2. Utility Clearance</b>	<i>City Zoning Official</i>		
<b>3. Fire Inspection</b>	<i>City Fire Marshal</i>		
<b>4. Building Code Inspections (see below)</b>	<i>County Building Official</i>		
<b>5. Business License</b>	<i>City Clerk</i>		

**Note:** Building Code Inspections are only required when the business is: 1) serving food or beverage, 2) there are significant renovations to the property, or 3) if the business is different than the previous occupant's use.

For questions, please contact City Hall at (864)647-3200.

Updated November 29, 2023.