

**Dawson County Fire Marshal's Office (DCFMO) – Tenant Change Form**

Application to Occupy a Building/Space that has a Previously Issued Certificate of Occupancy



FIRE PREVENTION DIVISION

Prior Business Name: \_\_\_\_\_

New Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suite # \_\_\_\_\_ Phone # \_\_\_\_\_

Sublease/Sublet: *(multiple businesses occupying the same suite, one has a valid C/O)*  
This application is for a Name Change, Sublease, or Re-Issuance of FMO occupancy for Assembly, Storage or Industrial occupancies. Complete the application and provide the following items below so your tenant floor plans can be reviewed for inspection.

**DOCUMENTS REQUIRED TO REVIEW APPLICATION**

- 1) Provide a current floor plan as presently configured/arranged *(floor plan commonly found with lease documents)*
- 2) Provide a Scope of Operations letter describing the businesses day-to-day operation

**Affidavit: OWNER**

I \_\_\_\_\_ (PRINT) am notifying DCFMO that the, business, and/or owners' is changing at the above listed location. I have made no changes in any way (gas lines, mechanical, plumbing and/or electrical work, moving of load bearing, or non-load bearing walls, or exits) to the address listed above. I also affirm that I will be conducting the same type of business that was previously approved by your office. I understand that if I wish to make any changes that influence the occupancy type, I must first submit plans to DCFMO and the Building Department obtain a commercial permit through the Building Department. I also understand that the DCFMO will schedule a fire inspection of my business prior to the completion of this process. The inspector may discover violations that will need to be corrected. I also understand that the inspector may find violations that will require plans to be submitted and a permit obtained to correct the violations. To the best of my knowledge, all the information that I have provided is true.

A Dawson County Business licenses shall not be issued until the Fire Marshal inspects and approves the Tenant Change.

**Public Notary Section**

Notary Stamp:



Signature: \_\_\_\_\_

Date of witness: \_\_\_\_\_ Expiration: \_\_\_\_\_

**FOR DCFMO Use Only:**

- 1. Enter the application into *Energov* and create a *Tenant Change Permit*
- 2. Inform status of application and required action (if any) to the tenant
- 3. Schedule FMO Inspection
- 4. Enter Inspection Results (*Energov*).

**Occupancy Classification:** \_\_\_\_\_

**Occupant Load:** \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_