



**CITY OF LAKEWOOD  
COMMUNITY DEVELOPMENT DEPARTMENT  
HANDOUT #16**

**CHANGE OF OCCUPANCY / CHANGE OF USE  
OPERATIONAL CHARACTERISTICS DESCRIPTION**

A description of operational characteristics is required for change of occupancy and other permits, as deemed necessary by Community Development Department staff. The operational description must include the following information to be considered complete, use additional pages if necessary:

1. Description of proposed use (detailed business description).
2. Previous occupant use (if unknown, please locate this information with the property manager or owner).
3. List changes that will be made to accommodate the proposed use, such as changes to the overall layout, building, plumbing, mechanical (heating/cooling/vents), and/or machinery, etc., including new, replacements, and/or repairs.
4. Type of products or services proposed to be available on the site.
5. Total square footage of the tenant space and total square footage of the building.
6. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
7. List any other tenants/businesses operating in the building. If available, provide suite numbers, square footage of each tenant space, and type of business(es).

**Handouts and application forms may be revised without notice.**