



Town of Lyons  
432 5<sup>th</sup> Ave \* P.O. Box 49  
Lyons, Co 80540  
303-823-6622 ext. 33

## **Change in Use/Occupancy (No Work)**

All businesses that move into an existing tenant space are required to obtain a Certificate of Occupancy to legally occupy that space. The Certificate of Occupancy is obtained by going through the permitting process with the Town of Lyons Building Department. There are two permitting options that are available for the business to receive a Certificate of Occupancy: A Change in Use (No Work) permit or a Tenant Finish permit.

### **Change in Use (No Work) Permit**

A Change in Use (No Work) permit is available when a new business is preparing to move into an existing building/tenant space when NO WORK that requires a permit is being done to that space. The last permitted occupancy type must be the same occupancy type as the new business. The permit has a five-business day review period after it is accepted through the check in process. Building, Planning and Fire review this permit. Once the permit is issued, the Building & Fire Divisions conduct life safety inspections on the property/space. Once all inspections are approved, a Certificate of Occupancy will be issued, and the space can then be occupied.

#### Submittal Requirements:

- A Tenant Finish/Interior Alteration permit application is to be completely filled out to include the attributes that are currently existing in the building/tenant space. The permit application is also required to have a signature and date.
  - State “No Work” in the permit work description
- 2 copies of Floor plan of the building/tenant space (does not need to be stamped by an architect)
- Submit the above information to [building@townoflyons.com](mailto:building@townoflyons.com)

#### Fees:

- There is a flat fee of \$75 for this permit

#### Review Process:

- The permit has a five-business day review period after it is accepted through the check in process.

#### Additional Information:

- Cosmetic updates do not require a permit (carpet, paint, etc.), if you're not sure please inquire prior to any work.
- Although a change in use permit has been applied for by an applicant, there is a possibility that a tenant finish permit will be required. This will be determined during the check in process and the applicant will be notified if a tenant finish permit is required.
- Upon Inspection by the Building Department, it may be determined that a permit for a Tenant Finish may be required.
- It is the responsibility of applicant to contact Lyons Fire Department for scheduling their inspection and an email from them signing off.



## Change in Use/Occupancy (No Work) Permit Submittal Checklist

*A Change in Use/Occupancy (No Work) application is required when a new business is preparing to move into an existing building/tenant space when no work that requires a permit is being done to that space and the occupancy type remains the same.*

**A complete submittal shall include the following information:**

- 1. Copy of this document completed with a check-mark next to all items included in this submittal with signature of the applicant at the bottom.
- 2. Completed and signed Non-Residential Change in Use/Occupancy form.
- 3. 2 copies of Floor plan of the existing space showing wall dimensions and plumbing fixtures
- 4. Submit all required information to the Town of Lyons Building Department that includes all documents on a thumb drive.

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Printed name of Applicant

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Email Address

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Signature of Applicant

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Date



Town of Lyons  
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 Lyons, CO 80504  
 303-823-6622 ext. 33  
[www.townoflyons.com](http://www.townoflyons.com)

Non-Residential Change in Use/Occupancy (No Work) Form  
 Permit Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 Business: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Number of Bathrooms (Within Tenant Space)	
Number of Bathrooms (Within Building)	
Number of ADA Accessible Bathrooms (Within Tenant Space)	
Number of ADA Accessible Bathrooms (Within Building)	
Number of Non-Res Electric Meters	
Electric Service Size Amps	
Electric Service Provider?	
Water Meter Size	
Number of Water Meters Existing/Proposed	
Number of Stories	
1 <sup>st</sup> Floor Sq Ft	
2 <sup>nd</sup> Floor Sq Ft	
3 <sup>rd</sup> Floor Sq Ft	
Basement Sq Ft (Finished)	
Basement Sq Ft (Un-Finished)	
Fire Alarm?	
Sprinklered	Yes          No
Sq Ft of Covered Deck Area	
Sq Ft of Uncovered Deck Area	
Sq Ft of Covered Patio Area	
Sq Ft of Uncovered Patio Area	

**\*All fields must be filled out completely. Incomplete applications will NOT be accepted through check-in. Please indicate if a question is not applicable to your project by answering N/A.\***

Detailed Description of Proposed Use(s):

**\*If the previous occupant/tenant provided a copy of their Certificate of Occupancy, please include it with your submittal. \***

I certify this application is true and correct to the best of my knowledge. I agree to comply with all city ordinances, state laws and building codes. I understand that this application does not authorize any work within the structure or space to be occupied.

Signature

Date

Submit with all required documentation to [building@townoflyons.com](mailto:building@townoflyons.com)