



Wellington Fire Protection District

8130 3RD ST., P.O. BOX 10, WELLINGTON, CO 80549

Phone: (970) 568-3232 Website: www.WFPD.org

Business Ownership/Occupancy Inspection

Quick List Requirements

(Detailed information provided below)

Wellington Fire Protection District requires that applications submitted for the following projects;

- Any/All changes in Occupancy/Use requires review by WFPD
 - The business changes
 - The business' owner changes
 - The property's use changes
 - The business expands into another area
 - The building/land owner changes
- Construction/Modifications to building, rooms or areas requires review by WFPD
- Commercial Kitchen Hood Suppression System (when applicable, and requires separate application for permit)
- Fire Sprinkler Systems/Fire Alarm Systems (when applicable, and requires separate application for permit)

1. Complete the **“Occupancy Permit Application”** and submit to our office located at 8130 3rd. Street (office entrance located on McKinley Ave) or email to comalley@wfpd.org
2. **“Occupancy Permits”** enable Wellington Fire Protection District to perform inspections that ensure the building meets fire and life safety requirements.
3. **“Occupancy Permits”** are required when a new business is opened, ownership changes, name changes, or if an existing business moves to a different location (or expands into another unit)
4. **“Certificate of Occupancy”** All permits that are related to the project, must be issued, signed off, and on the job site **BEFORE** final inspection for certificate of occupancy is requested. Final inspections that are requested before this has occurred, and work that is done without a permit, may be subject to fines according to the 2012 International Fire Code.



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Occupancy/Business Change Permit Application

Date _____

Occupancy #: _____

Business Name _____ Phone # _____

Business Address _____ Unit # _____

Mailing Address (if different) _____

Business Owner Email _____

Business Owner _____ Phone # _____

Building Owner _____ Phone # _____

Type of Business _____

This application for Occupancy Permit is for Wellington Fire Protection District. Occupancy permits enable WFPD to perform inspections that ensure your building and property complies with the adopted Fire Codes for fire and life safety.

Neither the occupancy permit nor the addresses are transferrable. If the permitted business changes locations, or adds another unit, you will be required to obtain a new occupancy permit for the new location/addition.

If the permitted business changes owners, or the building/property changes, you will be required to obtain a new occupancy permit.

In some cases, a Knoxbox key secure is required on a case-by-case basis. To order, visit www.knoxbox.com and select buy now, then select 'Wellington FPD'.

Applicant Name (please print)

Applicant Signature

Date