



City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136 • ci.new-hope.mn.us

Business Use Certificate of Occupancy

Name of Business _____

Contact

Name _____

Address _____

Phone _____ Cell _____

E-mail _____

Permit # _____

Received Application _____

Received Payment _____

For Office Use

Business

Address _____

How Space is Currently Used _____

Proposed Use for Space (items to be sold, services provided, etc.) _____

Notice

Please attach additional graphics, plans, photos, text, etc. to further describe your proposed business use.

This form provides information to help city staff determine what steps are necessary for you to operate a business in New Hope according to the Minnesota State Building Code and the Minnesota State Fire Code. Information provided will be reviewed by the City Inspections division and the West Metro Fire Inspections department. Responses from each department will be returned to you within one week. The responses will detail required permits, zoning, applicable fire/building codes, etc.

If, after receiving the response, you decide to continue with the establishment of a business use, the city requires you to pass an inspection prior to beginning operations in New Hope. You will need to schedule the inspection once the business is physically setup to begin operations. The basis for the inspection will be any site issues according to the Minnesota State Building Code and the Minnesota State Fire Code. Inspections are scheduled by contacting the City Inspections division at 763-531-5127. Once your business passes a final inspection, you will need to obtain a *Business Use Certificate of Occupancy* from the City before beginning business operations. A \$25 fee is due at the time this application is submitted.

Fee Schedule

Business Use Certificate of Occupancy \$25

Fees

Permit Fee	\$25.00
Fees Due Upon Application	\$25.00

Payment *Make checks payable to City of New Hope or complete information below*

Name (print) _____ Signature _____

Billing Address _____

Credit Card Account Number _____ Expiration Date _____



Business Use Certificate of Occupancy

Business Use Certificate of Occupancy

The New Hope City Council adopted a Business Use Certificate of Occupancy (BUCO) program that took effect January 1, 2008. The program requires every new business in New Hope to register with the city and arrange for an inspection of their facility before it opens for business. This inspection will ensure that the new business' building is safe, appropriately equipped, and meets building and fire code requirements for the type of operation planned.

In the past, many new businesses moved into New Hope without the knowledge of city staff. New business owners sometimes did not have a complete understanding of all of the fire safety and building code requirements that applied to their type of business in New Hope and, consequently, failed to comply with some of those requirements. Now, new businesses will be able to avoid potential fire safety and building code problems by registering with the city through the BUCO program and working with New Hope building inspectors and West Metro Fire-Rescue District fire inspectors to resolve any code issues before opening for business.

By proactively addressing building code and fire hazards, the BUCO program will help to ensure the safety of employees of local businesses and the surrounding community and protect the investment of commercial and industrial property owners.

The process begins when a new business completes an application (enclosed) that provides the city with basic information about its proposed operation. The \$25 fee, which accompanies the application, helps to pay for the program. After reviewing the application, city inspectors advise the new business owner of building code and safety requirements they must comply with. Once a new business owner believes they are in compliance with all code requirements, he or she schedules an appointment with city and West Metro Fire inspectors.

After the inspections have been completed, a business that has met all city code requirements is issued a Business Use Certificate of Occupancy and is able to begin operation. If the inspection identifies a few minor issues that need to be resolved, the business may open with a temporary BUCO certificate but must make the changes required to be in full compliance within 15 days. If a business needs more than two inspections, there is \$50 charge for each additional inspection.

For more information, contact the New Hope Inspection Division at 763-531-5127.