Business Occupancy Checklist

City Of Southaven
8710 Northwest Drive
Southaven, MS 38671
662-393-0111
662-280-6556 (Fax)

ATTENTION Business Owners:
To obtain and legally establish a business in the City Of Southaven, this form must be completed and initialed by all appropriate parties. The description shown below is the order in process needed for approval. No business license shall be obtained/approved until this form is completed. Violation of this process will result in denial of any occupancy and may affect and/or a citation to appear in municipal court.

Name of Proposed Business:_____

Address of Proposed Business:

_____

_____

Owner:_____

Address:_____ New Bldg. _____

Phone:_____ Existing Bldg. _____

1st Step – The Office Of Planning Development

What is the zoning of this property? _____

Is this type of business allowed in the specific location shown? _____

Is there any further process needed (i.e. conditional use, site plan, rezoning needed for approval? _____

Process Completed _____ Date:_____
Planning Director Initials

2nd Step – The Building Department:

(**Use and Occupancy Final**)

Has the property been inspected by the Building Official? _____
Does the Building Official have any further comments?

_____

_____

_____

Process Completed: _____ Date:_____
Building Official Initials

3rd Step – Fire Marshall:

Has the property been inspected by the Fire Marshall? _____

Does the Fire Marshall have any further comments?

_____

_____

Process Completed: _____ Date:_____
Fire Marshall Initials

4th Step – Business License

Business License Approved by:_____

Date Issued: _____

5th Step - The Building Department

(**Certificate of Occupancy Issuance**)

Certificate of Occupancy Issuance Date: _____

Process Completed: _____
Building Official Initials