



ALLOWABLE OCCUPANCY RESEARCH APPLICATION

Date Requested:	Map & Tax Lot #:
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Street Address (including unit number or suite): (One address per request – exact address required.)

Applicant Name:	Contact Phone #:
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Representing:	Email Address:
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Describe proposed use in detail:

Record searches take up to 5 working days to process. It is possible that no records or documentation for this address may be found.

SEARCH INFORMATION REQUESTED

Building Code:	Researched by:
Permit History:	
Current Occupancy Group:	
<input type="checkbox"/> No Permit Required for Proposed Use <input type="checkbox"/> Change of Occupancy Permit application required	
For submittal requirements, go to www.eugene.or.gov (commercial submittal requirements)	
Applications should be submitted through eBuild .	

Zoning:	Researched by:
<input type="checkbox"/> Permitted Use <input type="checkbox"/> Not a Permitted Use	
LUCS form approved on:	

New address assigned:

- FEEES FOR SERVICES**
- \$20.00 minimum, non-refundable charge for the first 45 minutes
 - If additional research time is required, the customer will be charged \$27.50 per hour.

Please read and sign. I understand that there is a minimum \$20.00 charge for each address request and that there will be additional charge for copies (listed above).

Applicant signature: _____

For additional information on these record research services, contact Commercial Plan Review staff at commercialpermitinfo@eugene-or.gov or 541-682-5613.