



Commercial New Business Tenant Information

Any commercial changes of occupancy, changes of use, expansions of use, or expansions of occupancy into more space in the same building, **regardless of whether there will be any construction or remodeling to prepare the space for the new tenant**, require a building permit and inspection prior to operating the business in the space. This requires:

Plan showing existing floor plan and proposed new layout. The plan should be understandable and reasonably to scale, and should include a graphic of the location of the space within the building, relative to other spaces and the parking lot.

If the building itself is being expanded, a survey is also required.

A completed building permit application. Applications must be submitted through the Building Department. More information can be found at: <https://edgewaterco.com/building>

A business license is required to operate a business in Edgewater. Business license applications are managed through the City Clerk's office. More information can be found at: <https://edgewaterco.com/index.asp?SEC=E14E987B-5837-44E0-81CF-AAD3ED543BD0>

Please note **that any change of business tenant in a commercial space requires a building permit and inspection, regardless of whether any tenant remodel work is being done**, even in the same size space, or if the business is expanding or moving to a different space in the same building.