GUIDE TO OPENING A BUSINESS IN THE CITY OF MONROE

Business proposing to OCCUPY AN EXISTING BUILDING:

1. Apply for the Certificate of Occupancy in the Planning and Zoning Office.

    a. If the building is located in an historic district and there any external changes (including signage) approval by the Heritage Preservation Commission is required before a Certificate of Occupancy and a building permit is issued.
    b. If there are any additions to the existing structure are proposed, a building permit is required.
    c. If the proposed additions do not meet the setback requirements, a variance may be applied for to the Board of Adjustment.
    d. There may be some uses that require Planning Approval (Planning Commission) or Special Exception (Board of Adjustment) review.
    e. If the Certificate of Occupancy is only for the USE of the structure, a building permit is NOT required.

2. The seventy-five ($75.00) dollar application fee is then paid in the Inspections Office.

3. Appointments are then set up in the Inspections Office for the building, electrical, plumbing, fire and engineering (if applicable) inspectors for the inspection of the site.

4. Once the Certificate of Occupancy application is signed off by all inspectors, the form is sent back to the Planning and Zoning Office.

5. The final Certificate of Occupancy is then issued and given to the applicant.

6. The applicant brings the final Certificate of Occupancy to the Tax and Revenue Office to obtain an occupational license.

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Planning and Zoning
3901 Jackson Street
318-329-2212
(Certificate of Occupancy, zoning information, meeting dates and time)

Engineering
3901 Jackson Street
318-329-2309
(Drainage, culvert information)

Inspectors
3901 Jackson Street
318-329-2351
(Building, electrical, plumbing, fire)

Taxation and Revenue
316 Breard Street
318-329-2279
(Occupational Licenses)

These procedures are generalized and may not cover all cases.