

1512 7<sup>TH</sup> Street  
P.O. Box 5127  
Coralville, IA 52241



Community Development Department  
Phone: 319-248-1720  
Fax: 319-248-1894

## CERTIFICATE OF OCCUPANCY AND ZONING COMPLIANCE APPLICATION

Send electronic application and supporting documents to: [submittals@coralville.org](mailto:submittals@coralville.org) Fee: \$50.00

- Site Address: \_\_\_\_\_ Suite #: \_\_\_\_\_ Date: \_\_\_\_\_
- Owner of the Property: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_
- Applicant / Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_
- Current Property Zoning: \_\_\_\_\_ Current # of Parking Stalls for Business: \_\_\_\_\_
- Proposed Use: \_\_\_\_\_

**Business Requirements:** All businesses are required to have a current Certificate of Occupancy to ensure the space meets building and zoning codes. A change of use may require the space to be brought up to current codes. This might require the addition of life safety systems including but not limited to a building sprinkler system and fire alarm. An inspection will be performed to ensure building and fire code requirements are met. Items inspected will include but not be limited to egress components, plumbing systems, documentation of current life safety system testing, etc.

Business operations and storage must be accommodated for inside building(s). Outdoor storage and storage containers are prohibited in Coralville commercial districts. Refuse must be properly provided for and maintained onsite.

**Sign Requirements:** The City of Coralville permits a number of different types of signs for your business. The type and style may vary depending on where the business is located. More information can be found on the [City of Coralville website](#) or by contacting the Community Development Department. When planning your sign program, it is important to note there are some sign types Coralville City Code does not allow under any circumstance.

Sign types **NOT ALLOWED** include the following:

1. Revolving, swinging, flashing or intermittent lighting or changing color lighted signs.
2. Signs in the public right-of-way, across property lines, or within 10' of a curb line of a street or alley.
3. Signs in the Traffic Visibility Zone (Space measured 25' in both directions from the point of an intersection and connected diagonally higher than 2½' and lower than 9'.)
4. Banners, pennants, twirling signs, balloons, inflatable or other similar sign types.
5. Portable signs (Signs not firmly and permanently anchored or secured to either a building or the ground).
6. Roof signs (A sign installed on or above a roof of a building and affixed to the roof).
7. Off-premise signs (Directs attention to a commercial use conducted off the lot on which the sign is located).
8. Digital or electronic signs.

If you need to advertise events or have a need for temporary promotional banner signs, the city of Coralville will allow banner type signs when securely attached to a building only. [See Sign Permit Application](#).

By signing below, I hereby acknowledge I understand and will comply with all applicable codes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_