



# Move In As Is Affidavit

**Applicant Proposing the Following  
(Select One of the Options Below)**

**This form is applicable for tenant spaces 3,000 Sq. Ft or less  
(Business or Mercantile uses ONLY)**

- Change in Ownership without Renovation (Name Change)
  - o The business is changing ownership to a new owner without any renovations to the interior or exterior of the property including any changes to finishes. The business and use stay the same.
- Change in Ownership with Changes to Finish Only
  - o The business is changing owners and changes to only the finishes are required. The business and use stay the same.
- Change in Occupant with Changes to Finish Only or No Changes
  - o The property is changing from one business to another. The new business is similar to the use to that previously approved for the property or structure. Any changes to the space are limited to finishes only. A change in use will only be permitted under this affidavit where the new use is similar to the use of the previously approved tenant, as determined by a review conducted by the staff from the Department of Planning and Sustainability and the DeKalb Fire Rescue Department.

## Applicant Information

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Parcel/Business Information

Business Name \_\_\_\_\_

Address \_\_\_\_\_ Suite # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tenant Square Footage \_\_\_\_\_ Occupancy Classification \_\_\_\_\_ Sprinklered Y / N \_\_\_\_\_ Fire Alarm Y / N \_\_\_\_\_

Describe Business:

### OPTIONAL INFORMATION – PROVIDE IF KNOWN

Previous Business Name \_\_\_\_\_

Parcel Number \_\_\_\_\_

Building Square Footage \_\_\_\_\_ Building Construction Type \_\_\_\_\_ Occupant Load \_\_\_\_\_

**Owner/Applicant Affirmation**

I hereby affirm that I am either the owner or legal lessee of the aforementioned business property and that I will be occupying an existing commercial development with the same use or similar use as determined by DeKalb County Department of Planning & Sustainability. The existing tenant space is 3,000 square feet or less and the proposed use is Business or Mercantile. I have made no changes in any way (i.e., any gas, mechanical, plumbing and/or electrical work, load bearing, non-load bearing walls, exits, etc.) apart from paint or other finishes. I understand that if I wish to make changes or change the type of business, I must submit plans to the DeKalb County Department of Planning & Sustainability under a separate permit application.

I understand that a life safety inspection will be conducted of my business. The inspector may discover life safety violations that will need to be corrected and re-inspected prior to any certificate of occupancy being issued. I also understand that the inspector may find violations such that I will be required to submit plans and obtain an additional permit to correct the violations. If it is determined that the actual use is not consistent with the information provided, this application shall be considered null and void.

I hereby affirm that the information provided is true and accurate. I hereby affirm that approval of this application does not constitute approval for any other permit that may be required by the county or other agency having jurisdiction.

\_\_\_\_\_  
Signature of Tenant/Owner

\_\_\_\_\_  
Printed Name of Tenant/Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of Notary Public

\_\_\_\_\_  
My Commission Expires

**Official Use**

Zoning \_\_\_\_\_ Construction Type \_\_\_\_\_ Occupant Load \_\_\_\_\_

Comments \_\_\_\_\_

APPROVALS