



Certificate of Occupancy Application

Project Information
New Use New Occupant New Owner / Business Name Permit #
Name of Business:
Project Address: Sq ft: Total Occupancy:
Lot: Block: Subdivision: Zoning District:
INTENDED USE OF SPACE:

Owner Information
Company Name: Contact Person:
Street Address: Phone Number:
Email: Mobile Number:

Tenant Information
Company Name: Contact Person:
Street Address: Phone Number:
Email: Mobile Number:

Does your business involve the storage, sale or use of the following: (Check all that apply)

- Painting with flammables Dry Cleaning Solvents Flammable/combustible liquids (10 gallons or more) Alcohol
Combustible Fibers Dust producing process Floor drains in building Smoking
Cellulose Nitrate Film Explosives/Ammunition Food and/or beverage processing, storage or sales Fireworks
Compressed Gas Recycling Waste Food products
Liquid Propane Gas Magnesium High piled stock (over 12' in height
Vehicle Repair Garage Vehicles in Building Poisonous or hazardous chemicals/acids
Welding or Cutting Woodworking X-ray Development

Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.

List any material discharged into the drainage system, ground, or atmosphere:

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

Certificate of Occupancy Requirements

- Complete application - application must be complete including a site plan, copy of drivers license, \$125.00 application fee
Parking/Landscaping - all required parking must be on concrete, show measurements of parking areas and landscape areas, note type of landscaping
Dumpster - Dumpster is not required, but if present it must have a masonry wall around the dumpster and metal doors, show the location on the parking / landscaping plan.
Building Inspection - Call Public Works for the inspection. The should be done once the business is ready to be open to the public
Fire Inspection - Call Public Works to schedule fire inspection. The inspection should be done PRIOR to the business being ready to open to the public. I acknowledge receipt of the Fire Department Checklist in regards to the Fire Department requirements.
Landscape Inspection - Call Public Works for the inspection
Screening Wall - Any property line adjacent to a residential area requires a masonry screening wall.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: Date:
Total Fees:
Check # or Cash:
Issued By:
Issued Date:

* If water Service for the aforementioned property is provided by Rockett SUD, please contact Dago Cervantes at 972-617-3524 or 469-853-6689