

# CERTIFICATE OF OCCUPANCY



## APPLICATION TYPE

**Certificate of Occupancy:** \$75.00

**Clean & Show:** \$25.00  
*Shall only be submitted by property owner.*

## BUSINESS INFORMATION

**Physical Address/Suite #:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Floor Area of the space to be occupied (sq. ft.):** \_\_\_\_\_ **# of Stories:** \_\_\_\_\_ **# of Restrooms:** \_\_\_\_\_

**Days/Hours of Operation:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Previous Use:** \_\_\_\_\_

**Provide a description of all operations, activities and uses that will occur inside and outside the building. If you sell products and/or provide services, list the types of products and services here.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a **building permit application** been submitted or will a building permit application be submitted in order to utilize this property in the manner described in this application?  Yes  No

How will **parking** be accommodated for this operation?

- There is parking on the same lot as this business that is not or will not be utilized by others.  Yes  No
- There is parking on the same lot as this business that is or will be utilized by other businesses.  Yes  No
- Parking will be accommodated on a lot that is not the same as this business.  Yes  No

Does this business provide loans subject to Section 393.601 of the **Texas Finance Code**?  Yes  No

Are any permits, registrations, or authorizations required from **Federal, State, or County** government or agency for any **operations** or **business** activities to be used, stored, sold, or handled on the property?  Yes  No

If yes, specify the type. \_\_\_\_\_

Will **food or beverages** be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines?  Yes  No

Will **alcoholic beverages** be sold for consumption on the premises or off the premises?  Yes  No

Will there be **sexually-oriented devices** or **adult entertainment** indoors or outdoors?  Yes  No

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Will there be any type of **amusement devices** indoors or outdoors?  Yes  No

Do the proposed operations produce any **noise, odors** or **light** (with the exception of lighting compliant with the city's dark sky regulations) perceptible beyond the property line?  Yes  No

Will this facility or residence provide **supervision** or **housing** for more than 4 unrelated adults or children?  Yes  No

Will any portion of the premises outside of the building be used for **outdoor storage**? If yes:  Yes  No

What materials will be stored? \_\_\_\_\_

How much area will be utilized? \_\_\_\_\_

How high will materials be stacked? \_\_\_\_\_

Are any raw materials stored outside? \_\_\_\_\_  Yes  No

Will portions of the building be used for **indoor storage**? If yes:  Yes  No

What materials will be stored? \_\_\_\_\_

How much floor area will be utilized? \_\_\_\_\_

How high will materials be stacked? \_\_\_\_\_

Will the materials be stored in racks? If yes, attach a separate document specifying the type of product, the projected quantities, and where they will be stored in the building.  Yes  No

Will there be any **spray painting** indoors or outdoors?  Yes  No

Will you store, use, dispense, or mix **flammable or combustible liquids** excluding those used for maintenance for operation of equipment?  Yes  No

Will you handle or use any **hazardous or toxic chemicals** such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, and radioactive materials? If yes, attach a separate document specifying the type of product and the projected quantities.  Yes  No

Will **combustible dust** be generated? (ex: sawdust, fine metal shavings, grain processing, etc.)  Yes  No

Are any permits, registrations, or authorizations required from a **Federal, State, or County** government or agency for any **equipment/material** to be used, stored, sold, or handled on the property?  Yes  No

If yes, specify the type. \_\_\_\_\_

Is or will the building be equipped with a **fire alarm, fire sprinkler** system or a **standpipe** system?  Yes  No

Will a **swimming pool** be located on the premises?  Yes  No

Will a **septic tank, grease trap, or sand trap** be used on the premises?  Yes  No

Will any **manufacturing** or **processing** of materials take place on the premises?  Yes  No

Will any **liquid waste** or **sludge** be generated, which are not disposed of in the sewer system?  Yes  No

Will any form of **wastewater pre-treatment** be utilized at this location?  Yes  No

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## APPLICANT

The applicant shall be the person responsible for the operations that will occur in the space to be occupied.

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

I certify that the information provided in this application is true and accurate and that no changes will be made on the premises that are inconsistent with the information I have provided to obtain a Certificate of Occupancy.

\_\_\_\_\_  
Signature of Applicant Date

## CONTACT PERSON

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

## PROPERTY OWNER

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### Office Use Only

|              |  |            |    |               |  |
|--------------|--|------------|----|---------------|--|
| Received By: |  | Date:      |    |               |  |
| C.O. #:      |  | Total Due: | \$ | Payment Type: |  |

## INSTRUCTIONS FOR APPLICANTS

1. The City's Commercial Code Enforcement Officer will inform you when inspections may be requested. **PLEASE NOTE: The property is not permitted for occupancy or business operations until all inspections have occurred and the certificate of occupancy has been issued.**
2. To **schedule inspections for courtesy power:**
  - a. Call 972-291-5100 ext. 1093 (answering machine) OR e-mail [cityinspections@cedarhilltx.com](mailto:cityinspections@cedarhilltx.com).
  - b. Provide your name, address with suite number, phone number, the type of inspection (courtesy power), and a window of time that you would like the inspector to arrive.
  - c. If someone cannot be present for inspections, provide consent and detailed instructions on how to access the property.
3. To **schedule inspections with Environmental** call Lauren Betz at 972-291-5100 ext. 2805
4. To **schedule inspections with the Fire Marshal** after courtesy power has been issued call 972-291-1011.
5. To **schedule inspections for final occupancy with the Building Inspector:**
  - a. Call 972-291-5100 ext. 1093 (answering machine) OR e-mail [cityinspections@cedarhilltx.com](mailto:cityinspections@cedarhilltx.com).
  - b. Provide your name, address with suite number, phone number, the type of inspection (final occupancy), and a window of time that you would like the inspector to arrive.
  - c. If someone cannot be present for inspections, provide consent and detailed instructions on how to access the property.
6. Upon approval of all inspections, the Certificate of Occupancy will be issued. The Building Department will notify you by phone or e-mail when the certificate is available for pick-up at 285 Uptown Blvd., 2<sup>nd</sup> floor, Development Services. You will need to post the certificate in a location that is visible to the public.