

CERTIFICATE OF OCCUPANCY



APPLICATION TYPE

Certificate of Occupancy: \$100.00

Ownership change? Yes No

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.
 - 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:

Yes No

Will **food or beverages** be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines?

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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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this facility or residence provide supervision or housing for more than 4 unrelated adults or children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any portion of the premises outside of the building be used for outdoor storage ? If yes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
What materials will be stored? _____	
How much area will be utilized? _____	
How high will materials be stacked? _____	
Are any raw materials stored outside? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will portions of the building be used for indoor storage ? If yes:	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any spray painting indoors or outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will combustible dust be generated? (ex: sawdust, fine metal shavings, grain processing, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, specify the type. _____	
Is or will the building be equipped with a fire alarm, fire sprinkler system or a standpipe system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will a swimming pool be located on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will a septic tank, grease trap, or sand trap be used on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any manufacturing or processing of materials take place on the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any liquid waste or sludge be generated, which are not disposed of in the sewer system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any form of wastewater pre-treatment be utilized at this location?	<input type="checkbox"/> Yes <input type="checkbox"/> 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 to 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:

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INSTRUCTIONS FOR APPLICANTS

1. The City's Planning Department 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.
- 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 972-291-5100 ext. 2888 or email environmental@cedarhilltx.com.

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.
- 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., 2nd floor, Development Services. You will need to post the certificate in a location that is visible to the public.