

# 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.**

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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.
- ☐ 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

☐ Yes ☐ No

☐ 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

Will there be any type of **amusement devices** 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? ☐ 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 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](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 972-291-5100 ext. 2888 or email [environmental@cedarhilltx.com](mailto: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](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.