

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

CERTIFICATE OF OCCUPANCY

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.
 - 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.
 - 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.