



CERTIFICATE OF OCCUPANCY REQUIREMENTS

A CERTIFICATE OF OCCUPANCY must be issued to you before your business may open. In order to accomplish all requirements, you must file for your certificate **two weeks** prior to the date you wish to open. Upon filing for your certificate, our office will send notification to all applicable departments to advise them you are filing and the date you wish to open. However, you must contact the appropriate department representative (listed below) to determine exactly what is required by each department for certificate approval. Upon completion of ALL requirements and notification from applicable departments, our office will issue the certificate.

Any property requesting a certificate of occupancy, will be required to provide a letter from a licensed irrigator showing that the property complies with the rain, moisture and freeze requirement per Ordinance 015-033.

IF YOUR SPACE HAS BACKFLOW PREVENTION DEVICES, THE BACKFLOW PREVENTION TEST SHALL BE SUBMITTED TO THE BUILDING INSPECTION DEPARTMENT PRIOR TO FINAL BUILDING INSPECTION.

<u>Department</u>	<u>Name</u>	<u>Telephone Number</u>
Fire Dept.	Michel Mitchell	972.450.7221
Landscape	Michael Kashuba	972.450.2851
Utilities	Robert Trevino	972.450.7027
Streets	David Wilde	972.450.2847
Health	Neil Gayden	972.450.2881

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE BUILDING INSPECTION
OFFICE AT 972.450.2880**

Town of Addison
 16801 Westgrove Drive
 Addison, TX 75001
 972.450.2880

Application For Certificate of Occupancy



Part 1. Business Location Information		Part 2. Business Owner Information	
Name of business (DBA):		Name of business owner:	
Street address:	Suite #:	Address of business owner:	
Square footage bldg.-space	Number of employees:	Drivers license number:	
Contact person:	Telephone of business:	**Email address:	
Additional contact:	Additional telephone:	**Email address:	
Name of property owner:		Phone number of property owner:	
Street address of property owner:		Email address of property owner:	

Part 3. Description of Business Activity	
<p>a. Type of Certificate of Occupancy:</p> <p><input type="checkbox"/> New occupancy <input type="checkbox"/> Expanding Sq./Ft.</p> <p><input type="checkbox"/> Change of ownership <input type="checkbox"/> Change of Use</p> <p><input type="checkbox"/> Change of business name</p> <p><input type="checkbox"/> Other describe: _____</p>	<p>b. Type of Business:</p> <p><input type="checkbox"/> Retail Sales <input type="checkbox"/> Wholesale <input type="checkbox"/> Auto Maint./ Repair</p> <p><input type="checkbox"/> Office <input type="checkbox"/> Manufacturing <input type="checkbox"/> Auto Sales</p> <p><input type="checkbox"/> Restaurant <input type="checkbox"/> Warehouse <input type="checkbox"/> Medical Treatment</p> <p><input type="checkbox"/> Aircraft Storage <input type="checkbox"/> Aircraft Maint/Repair <input type="checkbox"/> Other: (describe)</p>

c. Check Yes or No to the following questions:

Yes No 1. Will flammable or combustible liquids be stored, used, mixed or dispensed at this location? If so, attach description and quantities and attach MSDS.

Yes No 2. Will hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, radioactive, explosive, and organic materials be handled? If so, attach description and quantities and provide MSDS.

Yes No 3. Will any of the following industrial processes be performed on the premises? Please circle the applicable activities.
Manufacturing Treating Formulation/Mixing/Processing Vehicle Washing Welding or Open Flame

Yes No 4. Will any liquid wastes or sludge be generated which are not disposed of in the sewer system?

Yes No 5. Will there be any spray painting on the premises?

Yes No 6. Will food or beverages be manufactured, stored, distributed, or sold in any manner other than in vending machines ?

Yes No 7. Will any form of waste water pre-treatment be utilized at this location?

Yes No 8. Will any goods, merchandise or raw materials be stored or displayed outdoors?

Yes No 9. Will alcoholic beverages be sold?

Yes No 10. Will any sign be erected or changed?

Yes No 11. Will the facility be remodeled, renovated, or altered?

Yes No 12. Will any electrical or plumbing fixture be installed or relocated?

Yes No 13. Will the building be equipped with a fire sprinkler system?

Yes No 14. Will the building be used to store aircraft?

Yes No 15. Will the building be used to provide maintenance of aircraft?

Yes No 16. Will medical gas piping-system be installed?

APPLICATION FOR A CERTIFICATE OF OCCUPANCY

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Part 3. Description of Business Activity (Continued)

Attach the following items to this application:

Note: this application will not be processed and no inspections made until these items have been submitted.

- A copy of the State Sales Tax Certificate, if applicable.
- A copy of the floorplan of the area covered by the certificate of occupancy showing exterior door openings and the number of square feet.

I hereby certify that the foregoing information is correct to the best of my knowledge.

Date: _____

Your name (Printed Name): _____ Signature: _____

Check which is applicable:

- I am the business owner I am the property owner I am the leasing agent other _____

Part 4. For Office Use Only

Check Departmental Reviews	Responsibilities	Initials	Status	Date	Phone
Planning & Zoning	City Zoning Requirements				972-450-2880
Infrastructure Department	Public Utilities, Public Improvements, Grading-Drain.,				972-450-2871
Parks Department	Trees, Landscaping, Freeze-Rain Irrigation Sensors				972-450-2831
Infrastructure (Water)	Utility Connections, Water, Backflow Devices				972-450-2871
Fire Department	Life Safety & Fire Protection Systems				972-450-7201
Health Department	Food, Health, Public Pools				972-450-2880
Tax Department	Tax, Sales Tax				972-450-2800
Building Inspection	Bldg. Codes, Signs, Fences, Dumpster Screening, Final Insp., Permit Release & Exterior Lighting				972-450-2880

Instructions:

- The Building Inspection Office will coordinate the review of the Certificate of Occupancy with the departments checked above prior to releasing the C/O.

The Building Inspection Office must complete and attach the C of O checklist before approval of the C/O.

CO Number:	IBC Occupancy Classification: Construction Type: _____ Occupancy Class: _____	Zoning District: _____	Is use allowed in the zoning district <input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary Certificate of Occupancy Issued <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: _____	Temp-CO Expiration Date: _____
Permanent Certificate of Occupancy Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: _____	Inspection set for: _____
		BO-Approved: _____	Permit Fee: _____
Filed: _____	Paid: _____	Payment Type: _____	Receipt: _____
			Electrical Release: Yes No
			Gas Service Release: Yes No

COMMENTS. Note: Subject to comments listed below.

- Inspection by a Building Inspector and Fire Inspector to verify compliance with applicable codes must be completed prior to opening.



RAIN, MOISTURE AND FREEZE SHUT-OFF DEVICE

PROVIDE COMPLETED LETTER SIGNED BY AN IRRIGATOR LICENSED WITH THE STATE OF TEXAS

Date: _____

Property Address: _____

"I have tested the irrigation system and its associated components and determined it is functioning in accordance with all applicable state and local laws, ordinances, rules, regulations and/or orders. The rain or moisture and freeze shut-off device(s) is fully operational and functioning according to the manufacturer's specifications."

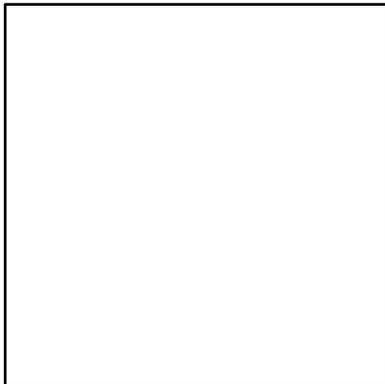
Name of Licensed Irrigator: _____

Name of Company: _____

Company Address: _____

Signature of Licensed Irrigator: _____

Seal



Sec. 18-53 Certificate of Occupancy

110.7 Fee. The fee for each certificate of occupancy will be in the following amounts:

Number of Square Feet (sq ft) in a Building	Certificate of Occupancy Fee
0 to 5,000 sq ft	\$50.00
5,001 to 25,000 sq ft	100.00
25,001 to 50,000 sq ft	150.00
50,001 to 75,000 sq ft	200.00
75,001 to 100,000 sq ft	250.00
100,001 to 125,000 sq ft	300.00
125,001 to 150,000 sq ft	350.00
150,001 to 175,000 sq ft	400.00
175,001 to 200,000 sq ft	450.00
200,001 to 225,000 sq ft	500.00
225,001 to 250,000 sq ft	550.00
250,001 to 275,000 sq ft	600.00
275,001 to 300,000 sq ft	650.00
300,001 to 325,000 sq ft	700.00
325,001 to 350,000 sq ft	750.00
350,001 to 375,000 sq ft	800.00
375,001 to 400,000 sq ft	850.00
400,001 to 425,000 sq ft	900.00
425,001 450,000 sq ft	950.00
450,001 to 475,000 sq ft	1,000.00
475,001 to 500,000 sq ft	1,050.00
Over 500,000 sq ft	1,100.00