CARROLLTON TEXAS

Certificate of Occupancy

This section office use only					
Application #					
Cash ☐	CC ☐	Phone order ☐			
Check #	Receipt #				
Use classification					
Zoning		Occupancy		Type of construction	
Parking req'd for tenant				Parking req'd for site	
Parking provided onsite				Parking over (+) / under (-)	

Date		Tax ID # (If applicable)	

● All application fees are non-refundable ● All credit card transactions include a 3% convenience fee ● All food establishments consult with Environmental Services for separate food permit requirements

Business address		Suite #	
Tenant/business name		Phone	
Contact person		Phone	
Property owner		Phone	
Tenant mailing address (if different from above)			

Business/Property Use			
☐ Retail	sf	☐ Service	sf
☐ Office	sf	☐ Restaurant	sf
☐ Warehouse	sf	☐ Church	sf
☐ Distribution	sf	☐ Institutional	sf
☐ Wholesale	sf	☐ Other	sf
☐ Manufacturing/assembly	sf	☐ Total area	sf

Total employees		Maximum # of employees on duty day or night	
Describe proposed business/use			
Storage over 12 feet in height	sf	Is this a change of ownership? Yes ☐ No ☐	
Is building equipped with automatic fire sprinkler? Yes ☐ No ☐		Is this a change of business name only? Yes ☐ No ☐	
If use is for a restaurant, will smoking be permitted? Yes ☐ No ☐			
Is this a sublease space? Yes ☐ No ☐	If yes, name of current tenant/business name		

☐ By signing below, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

See additional checklist information on reverse side of application

Name		Signature	
Phone		Email	

Usage Checklist
Check all applicable items used by your occupancy or business. Provide MSDS where applicable.

- ☐ Alcohol sales
- ☐ Alcoholic beverages
- ☐ Bales of loose combustible fibers
- ☐ Cellulose nitrate film
- ☐ Compressed gas
- ☐ Dry cleaning (flammable solvents)
- ☐ Dust producing process
- ☐ Explosives or ammunition
- ☐ Fireworks
- ☐ Flammable or combustible liquids (10 gal. or more only)
- ☐ Floor drains in building
- ☐ Food and/or beverage processing, storage or sales
- ☐ Food products
- ☐ Gaming devices
- ☐ High piled stock/storage (over 12’ in height)
- ☐ Liquid propane gas
- ☐ Magnesium
- ☐ Other hazards (specify)
- ☐ Painting with flammables
- ☐ Poisonous or hazardous chemicals/acids
- ☐ Recycling waste
- ☐ Smoking
- ☐ Vehicle repair or garage
- ☐ Vehicles in building
- ☐ Welding or cutting
- ☐ Woodworking
- ☐ X-ray development

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