CARROLLTON
TEXAS

DEVELOPMENT SERVICES
Building Inspection

Christmas Tree Lot
&
Certificate of Occupancy
Information

2010

Christmas Tree Lot Temporary Certificate of Occupancy Application

Date _____

Location of Christmas tree lot _____

Business/organization name _____

Contractor: Owner _____ Contractor _____

Company name _____ Carrollton ID# _____

Address _____ Phone no _____

Electrical Contractor: Owner _____ Contractor _____ (FYI: Needs to be done by registered electrical contractor)

Company name _____ Carrollton ID# _____

Address _____ Phone no _____

Products/items sold _____

Select any of the following that will be used:

____ Tent Size _____ Setback from R.O.W. (ft) _____

____ Building _____

____ Other _____

Area provided for parking _____ sq. ft. Is drive approach existing? Yes No

Applicant must submit plan showing approaches, parking, tents, buildings, etc.

ALL APPLICATION FEES ARE NON-REFUNDABLE

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 a building permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Applicant printed name _____ Signature _____

Phone _____ Cell _____ Fax _____

Call when ready _____ *or* Fax _____ *or* Mail to _____

Please provide a stamped, self-addressed envelope

**********Office Use Only**********

Comments _____ Application # _____

Zoning _____ Cash _____ CC _____ Ph. order ☐

_____ Check # _____

_____ Receipt # _____

_____

_____

CARROLLTON TEXAS
BUILDING INSPECTION
DEVELOPMENT SERVICES
1945 East Jackson Road, Carrollton, TX 75006 | 972.466.3225 | Fax: 972.466.3220

Christmas Tree Lot Temporary Certificate of Occupancy Information

Question:
Is a separate Christmas Tree Lot Certificate of Occupancy required for an existing legal retail use to conduct outside display/sales of Christmas trees?

Answer:
Article XXVI of the Carrollton Comprehensive Zoning Ordinance allows by right (i.e. no special permits or certificates required) the outside display of merchandise for sale as an Accessory Use within the LR-1, LR-2, LC, HC, C/W, FWY, IP, LI, and HI Districts.

Provided:

A. Where outside display is located adjacent to a building, an unoccupied area of not less than two (2) feet in width shall be provided for pedestrian access between any outside display and vehicle overhang areas of any adjacent parking lot: and,

B. In no instance shall outside display of merchandise be located within, nor encroach upon, a fire lane, maneuvering aisle, or a parking space necessary to meet the minimum parking requirements of the other uses(s) of the lot or parcel: and,

C. Outside display shall be situated so as not to create a visibility obstruction to moving vehicles within a parking lot. Where outside display is located at the intersection of two (2) or more maneuvering aisles within a parking lot, the displayed merchandise shall not exceed thirty (30) inches in height above the grade level of the parking lot.

   Outside display located at the intersection of a maneuvering aisle and any public street shall comply with the provisions of Article V, Chapter 53 of the Carrollton Code of Ordinances, otherwise known as the Visibility Obstructions Ordinance: and,

D. The area devoted to outside display shall not exceed five (5) percent of the total floor area of the building occupied by the use to which such outside display is accessory.

However, if ALL of these conditions are NOT met, then a Christmas Tree Lot Certificate of Occupancy will be required.

1. Occupancy Applications are issued prior to any site work; inspections are made and a Certificate of Occupancy is issued upon approval. A seventy-five dollar ($75.00) non-refundable fee is required, payable to City of Carrollton, with submission of the application.

2. The Occupancy Application is a project permit for all building, electrical, sign, and tent construction. All electrical work must be performed by contractors licensed and registered with the city of Carrollton.

3. Inspection of site area, temporary pole for electricity, building placement, and other applicable code inspections must be made and approved before Certificate of Occupancy is issued.

4. Building, tent, or canopy placement must be within one hundred fifty feet (150') of a public street or fire lane.

5. All electrical power and outside lighting shall conform with Article 590, "Temporary Wiring" of the current Carrollton Electric Code. Lamp guards shall be required on all temporary lighting.

6. Building placement shall meet all required setbacks established by Comprehensive Zoning Ordinance, minimum of ten feet (10') from any property line.

7. All tents shall meet all fire code requirements. (See attached Application/Checklist).

8. One (1) on-premise sign or banner having a maximum area of thirty-two (32) square feet and six feet (6') in height is permitted per street frontage.

    a. One (1) additional "sale" banner is allowed seven (7) days prior to Christmas Day.
    b. Five (5) on-premise directional signs not exceeding eight (8) square feet in area and four (4) feet in height each are permitted.
    c. Signs shall be permitted on the premises beginning the Monday before Thanksgiving Day and ending on the January 1st immediately following.
    d. Pennants, string pennants, and streamers are <u>prohibited</u>.

9. A designated off-street parking area must be provided having a minimum size of 1,000 square feet plus one hundred (100) square feet for each 1,000 square feet of site area. Street access must be through approved drive approaches. An all-weather surface is not required on the parking area.

10. Only the sale of **natural** Christmas trees, wreaths, garlands, greens, wood and metal cutout holiday yard decorations, and flocking services is permitted on the licensed premises. **No firewood may be sold on the premises.**

11. Toilet facilities for the merchant's employees must be provided on the premises or on adjoining property as evidenced by the written permissions of the owner thereof.

12. No site preparation for a Christmas tree lot will be permitted prior to the Wednesday that falls one (1) week before Thanksgiving Day. Sales shall not start prior to Thanksgiving Day. The site shall be cleared of all merchandise, structures and debris on or before the January 1st immediately following.

13. No building, signs, trees, or other decorative objects shall violate the city Traffic Visibility Code (Article V, Chapter 53, Carrollton Code of Ordinances).

14. Post address visible from street with a minimum of ten-inch (10") high numbers. Address shall be posted before any inspection will be made.

Please be aware that the inspectors will be checking electrical temporary poles to be sure that the neutral bar is bonded to the electrical panel box and any potable water outlet will be required to have a backflow prevention device.

Installation of Tents and Air-Supported Structures Exceeding 200 Square Feet Application

Date _____

Type of structure: Tent _____ Air-supported structure _____ Other (list) _____

Address of proposed tent/structure location _____

Date of setup _____ Date of dismantle _____

Business/organization name _____

Contractor: Check if owner _____

Company name _____ Carrollton ID# _____

Address _____ Phone no _____

Application shall include:

1. An 8 ½ " x 11" drawing showing all property lines, existing buildings, parking spaces, driving aisles and fire lanes.
2. A copy of the Certificate of Flame Retardancy for each tent must be submitted with this application. This certificate must indicate:
   a) Trade name of chemical used to treat fabric.
   b) Name of person or firm treating the fabric.
   c) Name and address of the owner of the tent.
   d) Date fabric was last treated.

Tent requirements:

1. Vehicles and internal combustion engines are not permitted within 30 ft. (floor areas 0-500 sq.ft.).
2. No smoking or open flames are permitted in or near tent.
3. No explosive material or gas is permitted in or near tent.
4. At least one 2A:10BC fire extinguisher must be provided in each tent (up to 500 sq. ft.) and must have current tag. Tents 501-1000 sq.ft. require two (2) extinguishers. Each additional 2000 sq.ft. or fraction thereof requires one (1) additional extinguisher.
5. Exits shall be marked. Aisle shall be at least 44" wide.
6. The areas within and adjacent to the tent or air-supported structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 20 feet from the structure.
7. Grounds (inside and outside) must be kept clear of combustible waste.
8. All tents must comply with Chapter 24 of the International Fire Code.

Please call the Carrollton Fire Marshal's office at 972-466-3210, 24 hours in advance of requested inspections.

ALL APPLICATION FEES ARE NON-REFUNDABLE

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Applicant printed name _____ Signature _____

Phone _____ Cell _____ Fax _____

Call when ready _____ *or* Fax _____ *or* Mail to _____

Please provide a stamped, self-addressed envelope

**********Office Use Only**********

Contact Fire Marshal prior to permit issuance.

Application # _____

Fire Marshal: Approved ☐ Disapproved☐

Cash _____ CC _____ Ph. order ☐

Comments _____

Check # _____

_____

Receipt # _____

_____

_____

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