



CERTIFICATE OF OCCUPANCY

COMMERCIAL ONLY

\$53 FEE | CO PROCEDURES & DEFINITIONS FOUND AT BACK

ADDRESS _____

DATE _____

TYPE OF CO REQUEST

- ☐ NEW OWNER OF EXISTING BUSINESS/TENANT
- ☐ NEW BUSINESS/TENANT OF THIS SPACE
- ☐ NAME CHANGE OF EXISTING BUSINESS/TENANT
- ☐ NEW OWNER OF PROPERTY
- ☐ SUB-LEASE A PORTION OF THIS SPACE
- ☐ ADDING NEW USE OF SPACE
- ☐ INCREASE AREA (SQ FT) OF EXISTING SPACE
- ☐ DECREASE AREA (SQ FT) OF EXISTING SPACE
- ☐ REPLACEMENT CO

BUSINESS USE (SELECT ALL THAT APPLY)

- ☐ AUTO RELATED
- ☐ DENTAL RELATED
- ☐ MANUFACTURING/FACTORY
- ☐ OFFICE/BUSINESS
- ☐ RECREATIONAL/ENTERTAINMENT
- ☐ RESTAURANT
- ☐ RETAIL
- ☐ SERVICES/BUSINESS
- ☐ STORAGE
- ☐ WAREHOUSE/DISTRIBUTION
- ☐ OTHER _____

WHAT DOES THIS BUSINESS DO? DESCRIBE.

BUSINESS / TENANT INFORMATION (IN FARMERS BRANCH)

NAME _____
STREET ADDRESS _____ SUITE # _____
BUSINESS PHONE _____ EMAIL _____
EIN/FEDERAL/SALES TAX NO. _____

☐ LEASING PLAN IS PROVIDED (**REQUIRED**). SHOW WHOLE BUILDING OR FLOOR. HIGHLIGHT THIS SPACE.

ON-SITE CONTACT PERSON FOR BUSINESS /TENANT

NAME _____
ADDRESS _____
PHONE _____ EMAIL _____

PROPERTY OWNER INFORMATION

NAME _____
CONTACT _____
ADDRESS _____
PHONE _____ EMAIL _____

SUB-LEASE INFORMATION

☐ **Y** ☐ **N** THE BUSINESS/TENANT LISTED ON THIS APPLICATION IS SUB-LEASING THIS SPACE.
IF YES: ▫ PROVIDE A **LETTER OF APPROVAL** FROM LANDLORD/OWNER. IT MUST INCLUDE THE
NAMES OF BOTH THE SUB-LESSOR (MAIN TENANT) OF THE SPACE, & SUB-LESSEE (NEW TENANT).
▫ SUB-LESSOR NAME _____ CO # _____

DETAILS OF THIS SPACE ONLY (UPON MOVING IN)

CURRENT CONDITIONS

_____ TOTAL SQUARE FEET
 _____ NO. FLOORS/STORIES
 _____ NO. EXITS (DOORS GOING IN OR OUT, NOT DOCK DOORS)
 _____ NO. EMPLOYEES/PEOPLE WHO SHALL WORK IN THIS SPACE
 _____ NO. RESTROOMS

NEW CONDITIONS

_____ (TO BE FILLED
 _____ OUT ONLY IF THE
 _____ SIZE OF THE SPACE
 _____ SHALL BE
 _____ INCREASING OR
 _____ DECREASING.)

SELECT ALL THAT APPLY TO THIS SPACE/TENANT

- ☐ **FIRE ALARM** INSTALLED
- ☐ **FIRE SPRINKLER SYSTEM** INSTALLED
- ☐ HAZARDOUS MATERIALS - *PROVIDE DETAILS IN TABLE*
- ☐ OUTSIDE STORAGE
- ☐ HIGH PILE STORAGE: STORAGE EXCEEDING 12 FT
 IN HEIGHT (*PLASTICS OVER 6 FT.*)
- ☐ POTENTIAL FOR GENERATING ODORS
- ☐ POTENTIAL FOR GENERATING NOISE
- ☐ DISCHARGE OF MATERIALS/BYPRODUCTS INTO SEWER
- ☐ PROCESSES REQUIRING A TCEQ PERMIT
- ☐ SPECIFIC USE PERMIT (IF APPLICABLE)
- ☐ SELLING ALCOHOL (*FULFILL TABC & LOCAL REQUIREMENTS*)
- ☐ UPHOLSTERED FURNITURE: SALES/MANUFACTURE/STORAGE
- ☐ WOOD WORKING
- ☐ **HEALTH-RELATED** (NOTE: WILL REQUIRE PLANS OF
 EQUIPMENT LAYOUT & DETAILED MENU FOR REVIEW.)

SPECIFY

- ☐ FOOD FOR PUBLIC CONSUMPTION
- ☐ DAY CARE (INCLUDING CHURCH DAY CARE)
- ☐ SCHOOL (EXCEPTION: CLASSROOM & GYMNASIUM)
- ☐ CONVENIENCE STORE (7-11, BEER, CANDY, OR
 DOLLAR STORES, ETC)
- ☐ GROCERY STORE

IDENTIFY HAZARDOUS MATERIAL USE / STORAGE

ITEM	QUANTITY	TYPE
COMPRESSED GASSES		
CORROSIVES		
CRYOGENICS		
EXPLOSIVES		
FLAMMABLE LIQUIDS		
FLAMMABLE SOLIDS		
HIGHLY TOXIC		
ORGANIC PEROXIDE		
PYROPHORIC		
REACTIVE		
WATER REACTIVE		
OXIDIZERS		

TCEQ DEFINED DESCRIPTION OF PREMISES

AS APPLICABLE

- ☐ BREWERY/DISTILLERY
- ☐ CAR WASH
- ☐ FOOD/BEVERAGE PROCESSING
- ☐ INDUSTRIAL CHEMICAL PLANT/DYEWORKS
- ☐ LAUNDRY/DRY CLEANERS (FULL SERVICE)
- ☐ MEDICAL/DENTAL/VETERINARY FACILITY
- ☐ NOT APPLICABLE

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

X

 SIGNATURE/TITLE

 PRINTED NAME

OFFICE USE ONLY

COMMENTS _____

- ☐ STAND-ALONE CO APP.
- ☐ CO WITH CURRENT BUILDING PERMIT
 & PROVIDED TO PLAN REVIEW

PERMIT # _____

CO STEPS / PROCEDURE

REVIEWS - APPLICATION IS REVIEWED BY MULTIPLE DEPT'S, INCLUDING FIRE, PUBLIC HEALTH & ZONING.

UNSURE ABOUT USE? CONTACT **ZONING**: (972) 919-2542 | ASKPLANNING@FARMERSBRANCHTX.GOV

REVIEW RESULTS ARE SENT TO THE APPLICANT VIA EMAIL WITHIN **3 BUSINESS DAYS** WHEN NOT A PART OF A REMODEL.

INSPECTION & APPROVAL - APPLICANT MUST CONTACT EACH DEPT DIRECTLY TO ARRANGE.

BUILDING: (972) 919-2549

FIRE DEPT: (972) 919-2640 | SCOTT.BURKE@FARMERSBRANCHTX.GOV

PUBLIC HEALTH: (FOOD-RELATED) (972) 919-2613 | ENVIRONMENTALPUBLICHEALTH@FARMERSBRANCHTX.GOV

COMPLETION - WHEN ALL INSPECTIONS & APPROVALS ARE COMPLETE, THE BUSINESS MAY MOVE IN

AND START USING THE SPACE RIGHT AWAY, EVEN IF THE CO HAS NOT ARRIVED YET.

- INSPECTION TAGS ARE OFFICIAL CITY DOCUMENTS UNTIL CO ARRIVES.

- PAPER CO'S GET MAILED TO THE TENANT & OWNER SEVERAL WEEKS AFTER INSPECTIONS.

- CO'S MUST BE PERMANENTLY DISPLAYED ON SITE, ONCE RECEIVED.

DEFINITIONS / EXAMPLES OF TERMS

<u>AUTO RELATED USE</u>	EX: CAR WASH, COMMERCIAL PARKING LOT, PARKING LOT STRUCTURE, DRIVING SCHOOL, INDOOR STORAGE FACILITY, TIRES & WHEEL ACCESSORIES, VEHICLE PARTS & ACCESSORY SALES (INDOOR), VEHICLE MAINTENANCE, VEHICLE REPAIR, ETC.
<u>BREWERY/DISTILLERY</u>	AN INDUSTRIAL USE THAT BREWS WINES, ALES, BEERS, MEADS, LIQUOR AND/OR SIMILAR BEVERAGES ON SITE OF OFFSITE CONSUMPTION OR SALE.
<u>CAR WASH</u>	A BUSINESS ENGAGED IN THE WASHING AND/OR CLEANING OF VEHICLES, PRIMARILY AUTOMOBILE AND TRUCKS.
<u>CERTIFICATE OF OCCUPANCY</u>	AN OFFICIAL CERTIFICATE ISSUED BY THE CITY THROUGH THE ENFORCING OFFICIAL WHICH INDICATES CONFORMANCE WITH THE ZONING REGULATIONS AND AUTHORIZES LEGAL USE OF THE PREMISES FOR WHICH IT IS ISSUED.
<u>DENTAL RELATED USE</u>	EX: DENTIST, HYGIENIST, ORTHODONTIST, MEDICAL OFFICE, ETC.
<u>FOOD/BEVERAGE PROCESSING</u>	MANUFACTURING ESTABLISHMENTS PRODUCING OR PROCESSING FOODS AND/OR BEVERAGES FOR HUMAN CONSUMPTION AND CERTAIN RELATED PRODUCTS.
<u>FOOD RELATED</u>	WHEN AN ESTABLISHMENT HAS FOOD FOR PUBLIC CONSUMPTION, INCLUDING BUT NOT LIMITED TO PRE-PACKAGED FOOD, COFFEE STORES, SMOOTHIE BARS, RESTAURANTS, KITCHENS IN HOTELS/MOTELS, DELI.
<u>HIGH PILE STORAGE</u>	STORAGE OF STANDARD MATERIALS IN PILES, ON PALLETS, IN RACKS, OR ON SHELVES WHERE THE TOP OF STORAGE EXCEEDS 12-FT. FOR HIGH HAZARD MATERIALS SUCH AS PLASTICS, RUBBER TIRES, FLAMMABLE LIQUIDS THE TOP OF STORAGE IS 5-FT.
<u>INDUSTRIAL CHEMICAL PLANT / DYEWORKS</u>	AN INDUSTRIAL ESTABLISHMENT THAT USES OR MANUFACTURES CHEMICALS OR DYES FOR THE PURPOSE OF ONSITE AND/OR OFFSITE INDUSTRIAL MANUFACTURING PROCESS USE OR SALE.
<u>LAUNDRY / DRY CLEANERS (FULL SERVICE)</u>	AN ESTABLISHMENT OR BUSINESS THAT PROVIDES FULL LAUNDRY SERVICES TO THE GENERAL PUBLIC OR PRIVATE ENTITIES.

<u>LEASING PLAN</u>	PLAN THAT SHOWS THE BUILDING AND DESIGNATED SUITES.
<u>MANUFACTURING / FACTORY USE</u>	EX: LIGHT FABRICATION & ASSEMBLY PROCESSES, BOTTLING PLANT, FOOD PROCESSING
<u>MEDICAL / DENTAL / VETERINARY FACILITY</u>	AN ESTABLISHMENT OR BUSINESS THAT PROVIDES CARE INVOLVING MEDICAL OR SURGICAL PROCEDURES, NURSING OR FOR PSYCHIATRIC PURPOSES.
<u>OFFICE / BUSINESS USE</u>	EX: BANK OR FINANCIAL INSTITUTION, FURNITURE STORE, HOUSEHOLD APPLIANCE SALES, BUSINESS SCHOOL, TRADE SCHOOL, COLLEGE, UNIVERSITY, ETC
<u>RECREATION / ENTERTAINMENT USE</u>	EX: COMMERCIAL AMUSEMENT (INDOOR/OUTDOOR), BANQUET HALL, EVENTS CENTER, COUNTRY CLUB, DAY CAMP, GOLF COURSE, PUBLIC PARK OR PLAYGROUND, PUBLIC PLAYFIELD OR STADIUM, SWIM OR TENNIS CLUB, INDOOR THEATER, ETC.
<u>RESTAURANT USE</u>	EX: RESTAURANT (DRIVE-IN, NON DRIVE-IN WITHOUT OUTSIDE SALES WINDOW), QUALIFYING RESTAURANT, ETC.
<u>RETAIL USE</u>	EX: GENERAL RETAIL, PERSONAL SERVICES RETAIL, BIG-BOX WAREHOUSE RETAIL, RETAIL STORE SALES CONSISTING PRIMARILY OF SPECIALTY & NOVELTY ITEMS, ETC.
<u>SERVICE / BUSINESS USE</u>	EX: BEAUTY SALON, PERSONAL SERVICES RETAIL, PERMANENT MAKE-UP OR COSMETICS, ETC.
<u>STORAGE USE</u>	EX: SELF STORAGE FACILITY, OPEN/OUTSIDE STORAGE, ENCLOSED VEHICLE STORAGE FACILITY, TRUCK PARKING LOT, WRECKING OR AUTO SALVAGE YARD, ETC.
<u>TCEQ</u>	THE TEXAS COMMISSION OF ENVIRONMENTAL QUALITY IS THE ENVIRONMENTAL AGENCY FOR THE STATE.
<u>UPHOLSTERED FURNITURE</u>	FURNITURE WITH PADDING, SPRINGS, WEBBING AND FABRIC, OR LEATHER COVERS.
<u>WAREHOUSE / DISTRIBUTION</u>	EX: BENEVOLENCE STORAGE AND DISTRIBUTION, BIG-BOX WAREHOUSE RETAIL, ETC.