



**TECHNICAL BULLETIN**  
**CERTIFICATE OF OCCUPANCY**  
**CHANGE OF USE APPLICATION CHECKLIST**

The following documentation must be provided with the application when changing the use or nature of the business. The documentation is used to determine if the proposed new use meets the requirements of the International Building Code and the City of Arlington Zoning Ordinance. The review will specifically focus on (but not be limited to) exiting, occupant loads, sprinkler and alarm requirements, plumbing fixture requirements and parking. The Certificate of Occupancy application will require a review of the following submitted information and inspections **WILL NOT** be scheduled until the application is approved.

**DOCUMENTATION REQUIREMENTS**

Staff    Appl    SITE LAYOUT – To scale and dimensioned

- all building footprints, dimensioned; labeled with gross square footage; showing orientation of entrance and access
- all property boundaries
- all parking spaces shown and accessible spaces indicated
- all lease spaces/suites labeled (if it is a multi-tenant structure)
- streets labeled

FLOOR PLAN – To scale and dimensioned

- all rooms/spaces labeled
- all entrances/exit doors shown
- all plumbing fixtures (toilets, urinals, sinks, etc.) indicated in the restrooms

DATA TABLES

- parking analysis worksheet completed

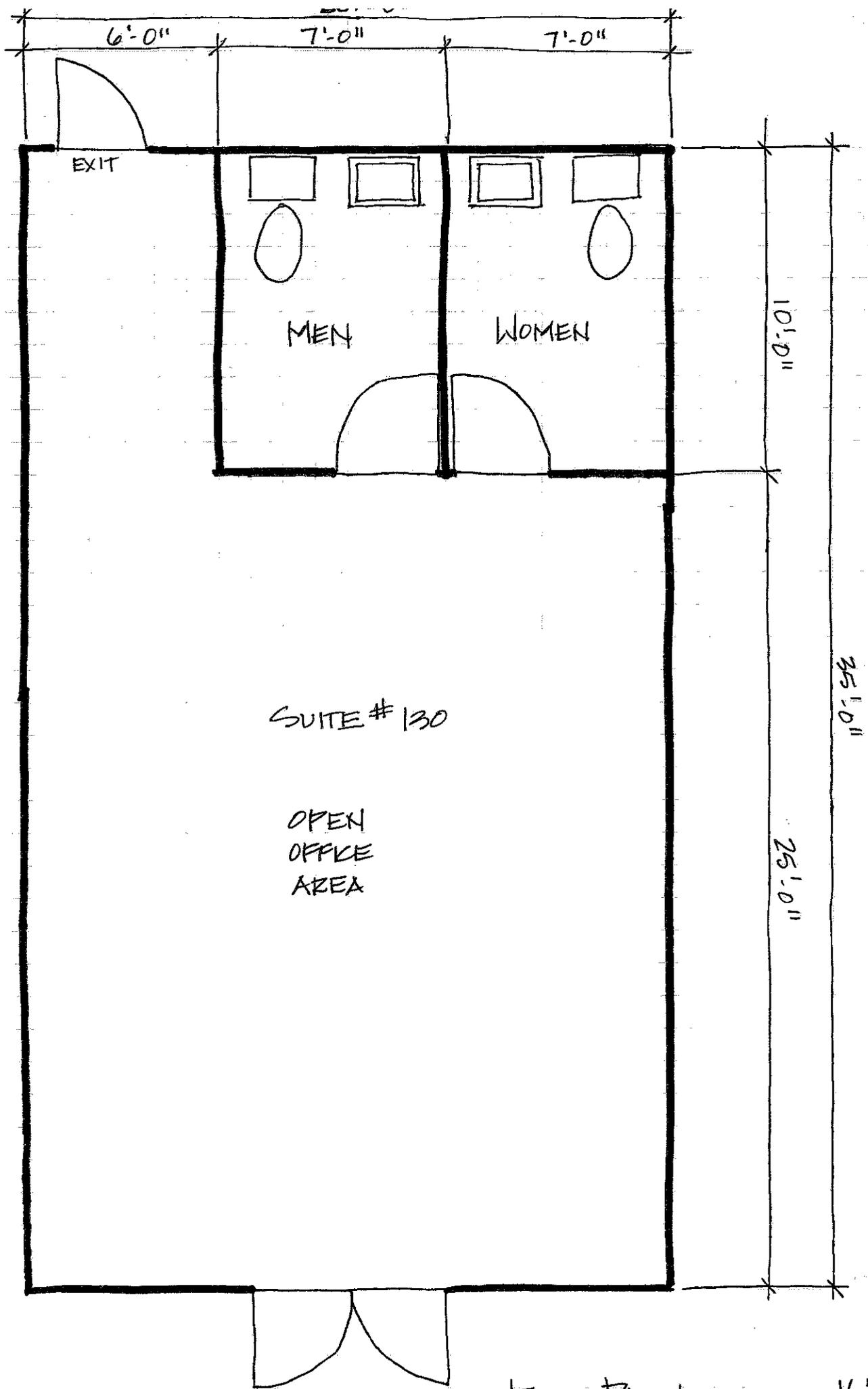
**Please see the attached sheets for examples.**

Preparer's Signature: \_\_\_\_\_

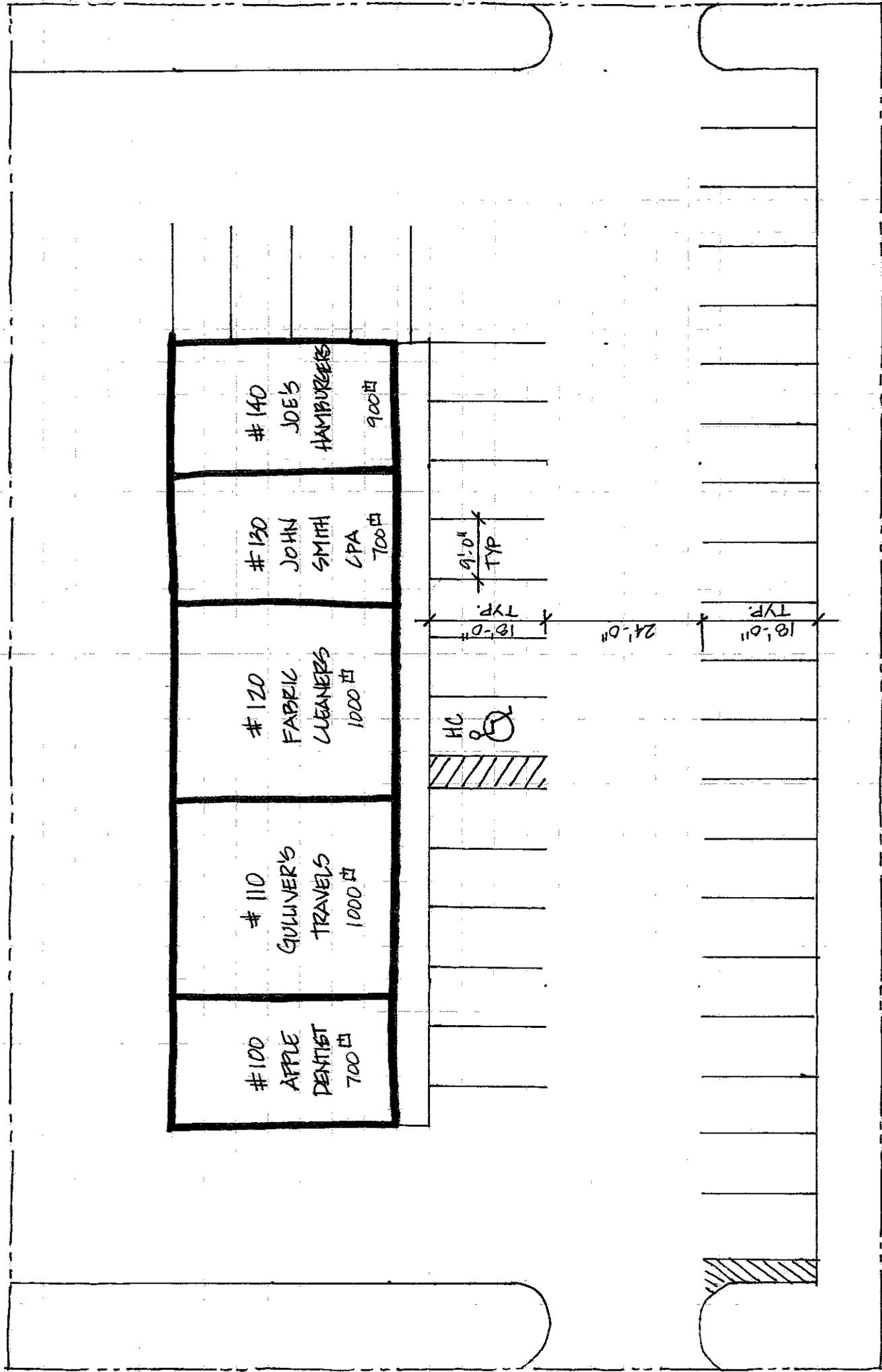
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





FLOOR PLAN SCALE = 1/4" = 1'-0"



9999 EXAMPLE ST.

50 FEET = 4300

SCALE = 1:20

# SITE PLAN

