



Certificate of Occupancy (CO)

Walk In Application Only

(Do Not Fax, Mail or Email application)

101 W. Abram Street, 2nd Floor – CD&P
(817) 459-6502



Please **print** clearly:

Tenant's (individual-not company) Name*: _____

Tenant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email*: _____

***A copy of a current government photo ID is required to be submitted for the tenant and applicant.**

***A Certificate of Occupancy will be delivered to the Email provided above (Please verify email).**

NOTE: If the applicant is a different person than the tenant, then the following section must be completed by the applicant:

Applicant's (individual-not company) Name*: _____

Applicant's Mailing Address*: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

Business Owner's (business or personal) Name: _____

Business Owner's Representative (individual-not company) Name: _____

Representative's Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

In the event of an emergency, who should the Fire Department contact? You may check up to two emergency contacts.

Please ensure that a home or cell phone number is provided for all emergency contacts.

Tenant Applicant Business Owner Other

If you checked Other, please provide name: _____

Home/Cell Phone #: (____) _____ Work Phone #: (____) _____ Fax #: (____) _____

Email: _____

CO Location Address: _____ **Suite:** _____

Proposed Business Name: _____

Mailing address, if different from location: _____

Please check only one:

- New Tenant**
- Existing Business/New Owner**
- Same Business Owner/New Business Name**
- Expanding/Increasing Lease Space**
- Shell Building/House Lights**
- Clean and Show**

Please check only one:

- There is an Active Building Permit for this location**
- There is not an Active Building Permit for this location**

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 other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

All application fees for Certificate of Occupancy are non-refundable. The application review will not begin until all fees have been paid, addresses verified, and the correct number and types of plans, if any, are received.

Signature of Permit Applicant _____ DATE _____

Applicant Name (Printed) _____ Applicant is ____ Tenant or ____ Authorized Agent

Please answer all the questions on the following page. Incomplete applications will not be accepted.

1) Are you ready for an inspection? *Please read page 3 for instructions on requesting inspections.*

- a. Yes, I am ready for an inspection
- b. No, I will request the inspection at a later date

2) Is this CO location address served by its **OWN**:

- a. Electric Meter Yes No
- b. Gas Meter..... Yes No

3) Brief description of the proposed use of the site: _____

If applying for a **“Clean and Show CO,”** then **STOP** here. **All others**, answer questions 4 – 27

4) Proposed Business Name: _____

5) Texas Sales and Use Tax Certificate # or Tax Exempt # (required): _____

6) Area (square feet) of Building or Tenant Space:.....square feet = _____

7) Is this an Alternative Financial Institution? Yes No

8) Is this a Multi-Family location? Yes No

If yes, then complete CO Addendum found at <http://www.arlington-tx.gov/cdp/building-zoning-forms/>

9) Is this a Storage Unit (mini warehouse facility)? Yes No

If yes, then complete CO Addendum found at <http://www.arlington-tx.gov/cdp/building-zoning-forms/>

10) If you answered “Yes” to 7 or 8, what is the number of buildings on the property?..... _____

11) Are you enlarging a tenant space, combining suites or portions of suites? Yes No

If yes, List lease Spaces being combined _____

12) Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipment? Yes No

If yes, specify the type of product and the projected quantities and attach to application.

13) Will there be any spray painting on premises? Yes No

14) Will you handle or use any hazardous or toxic chemicals such as but not limited to oxidizers, corrosive liquids, poisonous gases, and radioactive materials? Yes No

If yes, specify the type and projected quantities and attach list.

15) Will the principal use of the building or tenant Space be used for warehousing? Yes No

a) If yes, what materials will be stored? Attach list if necessary: _____

b) What percentage will be used for warehousing?..... _____%

c) Will the materials be stored in racks?..... Yes No

d) How high will materials be stacked?.....feet = _____

16) Is the building equipped with a fire alarm, fire sprinkler system or a standpipe system? Yes No

17) Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines? Yes No

18) Will alcoholic beverages be sold for consumption on the premises? Yes No

19) Will sexually-oriented business or adult entertainment be conducted or be present on premises? Yes No

20) Will a swimming pool be located on the premises? Yes No

21) Will this facility be providing supervision for 13 or more unrelated children, under the age of 14, for periods of time less than 24 hours? Yes No

22) Will a septic tank, grease trap or sand trap be used on the premises? Yes No

23) Are any Raw Materials Stored Outdoors? Yes No

24) Will any manufacturing take place on the Premises? Yes No

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

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

27) Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage, etc.? Yes No

FOR STAFF USE ONLY: Planner: _____ **Date:** _____ **Application Review Completed?** Yes No

Proposed Zoning Use: _____ Zoning District: _____ Zoning Overlay: _____

Is this Use Allowed? Yes No With SUP, refer SUP case number: _____

Is this a ‘Change of Use in ED Overlay’? Yes No If yes, what is the completed ZSP AMANDA Sequence #: _____

Proposed Parcel Land Use: _____

Plans Examiner: _____ **Date:** _____ **Application Review Completed?** Yes No

Previous Use: _____ Is this a change of use, per Building Code? Yes No

Change of Use Packet Received? Yes No Occupancy Group: _____ Other: _____



Certificate of Occupancy

Application Review & Inspection Procedures

This page provides general information about the Certificate of Occupancy (CO) process. A building or tenant space may not be occupied, and the business may not be operated, until the CO is issued. Making application for a CO is not a guarantee that a CO will be issued. For any questions about zoning or land use, please visit the **One Start Center** on the second floor of City Hall at 101 W. Abram Str. Gas and/or electric utilities will not be released until all of the appropriate departments have approved the CO application. **The applicant can either pick up or have an emailed copy of the issued CO from the One Start Center after all the inspections are approved. Issued COs will be emailed to the applicant, not mailed.**

Important - if you are making application for a **new use** or a **use different than the previous use**, you may be asked for additional **“Change in Use”** information such as existing & proposed floor plans, parking analysis, etc. **The inspection will not be scheduled for the following business day.** A review of the additional information (e.g., floor plan, parking analysis) will take approximately 2 to 3 business days and may reveal the need for a building permit and/or possible denial of the CO application.

Required Inspections:

Department	New Tenant	New Owner	New Name	Clean & Show	Shell	Expanding
Building Ins.	X	X		X	X	X
Fire Dept.	X	X	X		X	X

CO applications submitted after 3:30 pm may be scheduled for an inspection the day following the next business day. If you checked **“YES, I am ready for an inspection,”** both Building Inspections and the Fire Department will schedule your inspection for the next business day upon approval of the application. You must have the building open all day; or call the appropriate Building Inspector and the Fire Prevention Office at the number listed below **between 7:30 am and 8:00 am** for a time frame.

- The Building Inspector will inspect the premises to verify compliance with zoning, building, plumbing, mechanical and electrical codes.
- The Fire Inspector will inspect the premises for compliance with the Fire Code.
- **The building must be unlocked for all inspections.** No one is required to accompany the inspector on the inspection. Please note that the Building Inspector and Fire Inspector work independent of each other and may arrive at different times.

Building Inspector:

- | | |
|--|--|
| <input type="checkbox"/> Jeff Riffle @ 817-459-6679
<input type="checkbox"/> Dennis Kirkpatrick @ 817-459-6681
<input type="checkbox"/> Tim Oberg @ 817-459-6677 | <input type="checkbox"/> Ron Poppe @ 817-459-6680
<input type="checkbox"/> Guy Lux @ 817-459-6687
<input type="checkbox"/> Chuck Lowe @ 817-459-6675 |
|--|--|

Building Inspections requested before 7:00 a.m. at 817-261-8817 will be performed on the same day.
 Building Inspections requested after 7:00 a.m. will be performed the following business day.

Fire Inspector:

If you checked **“No, I will request an inspection at a later date,”** or if you require a time frame for your next day inspection, you must call the Fire Prevention Office at **817-459-5539** no later than 8:30 a.m. the day of the inspection.

All **Multi-family new tenant, new name, new ownership** CO applicants will be contacted by Code Compliance Services to arrange the CO inspections (**817-459-6271**). Building Inspections or Fire Department will not perform CO inspections for Multi-family new tenant, new name or new ownership CO applications.