

---

**City of Colleyville  
Community Development Department**

**Certificate of Occupancy Application**





City of Colleyville  
100 Main Street  
Colleyville, TX 76034  
Main: 817-503-1030

# CERTIFICATE OF OCCUPANCY APPLICATION

# CO

2020

<b>Business Information</b>	
Business Name:	Business Principle/Owner:
Business address:	Business Contact Person:
Business Phone:	Principle/Owner Cell Phone:
Email Address :	Business Contact Cell Phone:

<b>Business Activity Description</b>			
<b>Type of C/O:</b> <input type="checkbox"/> New occupancy <input type="checkbox"/> Change of ownership <input type="checkbox"/> Change of bus. name	<b>Business Info:</b> <input type="checkbox"/> # of employees _____ <input type="checkbox"/> square footage _____ <input type="checkbox"/> Bus. Hours: _____	<b>Business Type:</b> <input type="checkbox"/> Business Office <input type="checkbox"/> Medical Office <input type="checkbox"/> Retail Sales <input type="checkbox"/> Restaurant <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other: (describe) _____	<input type="checkbox"/> ** Beauty / Spa <input type="checkbox"/> Office-Warehouse

**Check Yes or No to the following:**

Yes  No 1. A new sign will be erected or the existing sign will be altered (separate permit is required)

Yes  No 2. The business space or portion thereof will be remodeled, renovated, or altered (permit is required unless exempted)

Yes  No 3. The existing electrical system will be altered with new wiring, lighting, devices, or panelboards (permit required unless exempted)

Yes  No 4. The existing plumbing system will be altered with new fixtures or drains or water lines (permit is required unless exempted)

Yes  No 5. Alcoholic beverages will be available for pre-package sales or on-site consumption

Yes  No 6. Food or beverages (for other than restaurants) will be manufactured, stored, distributed, sold, or prepared

Yes  No 7. There will be outside storage of any of the following: goods, merchandise, raw materials, or company vehicles/equipment

Yes  No 8. Waste water or sludge will be generated which requires pre-treatment or separators before discharge into the sewer system

Yes  No 9. Flammable or combustible liquids be stored, used, mixed or dispensed at this location, other than for maintenance or for operation of equipment. If so, attach description and quantities and attach MSDS sheets.

Yes  No 10. Hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, radiocative, explosive, and organic materials will be handled If so, attach description and quantities and provide MSDS sheets.

Yes  No 11. One or more of the following industrial processes circled below will be performed on the premises

Manufacturing   
  Treating   
  Formulation/Mixing/Processing   
  Vehicle Washing

**Submit the following:**

<input type="checkbox"/> Driver's License Copy of Business Principle/Owner	<input type="checkbox"/> Copy of Lease or Ownership of Business Space
<input type="checkbox"/> Business Plan (detailed narrative of business operations)	<input type="checkbox"/> State Sales Tax Certificate
<input type="checkbox"/> Floorplan of the space with all rooms labeled	** <input type="checkbox"/> Massage Establishments - Submit TDLR license(s)

<b>Business Principle / Owner (Printed Name):</b>	<b>Business Principle / Owner Signature:</b>



## **CERTIFICATE OF OCCUPANCY GUIDELINES** (JAN 2020)

**APPLICABILITY:** Where a building, space or structure is to be used or occupied and there is a change in the existing **occupancy classification** or **use** or **occupant** or **business name** or **owner** of a building and or structure and/or portion thereof, occupancy of the space shall not commence until the *building official* has issued a certificate of occupancy.

**Exception:** Individual Office occupancies (excluding medical care occupancies) leased as executive suites (as defined by ordinance) which are not part of a mixed-use occupancy such as office/warehouse and/or there is no change in electric or gas meter accounts.

**PROCESS:** The application submittal for a Certificate of Occupancy (CO) is not an approval that allows for immediate occupancy

**FEE:** The payment of a **\$100.00** non-refundable application fee is due at submittal

**SUBMITTALS:** The following documents shall be submitted concurrently:

- Application with signature of the business principle
- Copy of driver's license of the business principle
- Business Plan (narrative that provides a detailed description of business operations)
- Floor Plan (may be hand-drawn provided quality is accepted by code official)
- Tax Certificate (issued by State Comptroller specific for new business location)
- Copy of Lease or ownership information (\$\$ amounts may be redacted)

**\*\*\*Failure to provide any of the above items will result in delays or rejection of application\*\*\***

**REVIEWS:** The following departments each perform a review of the application:

- Building Inspections
- Planning
- Fire Department
- Police Department

**INSPECTIONS:** Inspections are scheduled for after all reviews are approved (*Planning and Police do **not** perform inspections*)

- Inspections are typically performed separately by the Building Inspections Department and the Fire Department
- Building Inspections may perform inspections AM (8:00am-noon) or PM (noon-4:00pm) if pre-arranged
- Fire Department requires the space to be unlocked beginning at 8:00am



**INSPECTION RESULTS:** The City will email the inspection result of PASS or FAIL. The Permit Tech cannot explain code requirements which failed inspection

**OCCUPANCY:** Upon approval of inspections by Building Department and Fire Department, occupancy is immediately granted. Please allow approximately ten (10) business days for the City to print the actual certificate

**DISPLAY OF CERTIFICATE:** The Certificate of Occupancy document must be displayed at the business entrance

**PERMANENT SIGNAGE:** Any new exterior signage requires that a separate sign permit be obtained

**TEMPORARY SIGNAGE:** New businesses that have been approved for occupancy may obtain a temporary sign permit and the fee is waived. The 60-day permit allows for the display of one of the following:

- Banner not exceeding 50 square feet and 6 feet tall that is attached to the building
- Stake sign not exceeding 16 square feet and a maximum 6 feet tall
- A-Frame sign not exceeding a maximum 8 square feet and 4 feet tall when located on a sidewalk OR a maximum 24 square feet area and 6 feet tall when located in a yard area

***\*\*\*Temporary signs are prohibited in the right-of-way and may be removed by authorized personnel without notice\*\*\****

### **FIRE DEPARTMENT INSPECTION REQUIREMENTS**

- Minimum of one ten (10) pound ABC fire extinguisher affixed to the wall at height of 3-5 feet from the floor in plain view with an inspection tag dated less than one year from the inspection date
- The building address shall be clearly visible from the roadway using minimum 6-inch tall characters
- Suite numbers shall be posted at the main business entrance and at rear doors
- All circuit breakers shall be clearly labeled and blank covers installed at unused openings in electric panel
- Electric panels shall be readily accessible and clear of obstructions (no storage allowed)
- Minimum unobstructed clear space of 36 inches is required in front of electric panel
- Exit signs shall be illuminated where required and exits shall be unobstructed
- Testing of fire alarm and fire sprinkler systems shall be displayed with tags affixed
- Knox 2.5" fire department connection caps (FDC's) shall be installed
- Fire lanes must be clearly marked around the building and re-painted as required
- Type I exhaust hoods must have current test with tag affixed
- Lay-in ceiling tiles shall be intact with cracked or dilapidated units replaced