
**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

Business Information	
Business Name:	Business Principle/Owner:
Business address:	Business Contact Person:
Business Phone:	Principle/Owner Cell Phone:
Email Address :	Business Contact Cell Phone:
Business Activity Description	
Type of C/O: <input type="checkbox"/> New occupancy <input type="checkbox"/> Change of ownership <input type="checkbox"/> Change of bus. name	Business Info: <input type="checkbox"/> # of employees _____ <input type="checkbox"/> square footage _____ <input type="checkbox"/> Bus. Hours: _____
Business Type: <input type="checkbox"/> Business Office <input type="checkbox"/> Restaurant <input type="checkbox"/> ** Beauty / Spa <input type="checkbox"/> Medical Office <input type="checkbox"/> Manufacturing <input type="checkbox"/> Office-Warehouse <input type="checkbox"/> Retail Sales <input type="checkbox"/> Other: (describe) _____	
Check Yes or No to the following: <input type="checkbox"/> Yes <input type="checkbox"/> No 1. A new sign will be erected or the existing sign will be altered (separate permit is required) <input type="checkbox"/> Yes <input type="checkbox"/> No 2. The business space or portion thereof will be remodeled, renovated, or altered (permit is required unless exempted) <input type="checkbox"/> Yes <input type="checkbox"/> No 3. The existing electrical system will be altered with new wiring, lighting, devices, or panelboards (permit required unless exempted) <input type="checkbox"/> Yes <input type="checkbox"/> No 4. The existing plumbing system will be altered with new fixtures or drains or water lines (permit is required unless exempted) <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Alcoholic beverages will be available for pre-package sales or on-site consumption <input type="checkbox"/> Yes <input type="checkbox"/> No 6. Food or beverages (for other than restaurants) will be manufactured, stored, distributed, sold, or prepared <input type="checkbox"/> Yes <input type="checkbox"/> No 7. There will be outside storage of any of the following: goods, merchandise, raw materials, or company vehicles/equipment <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Waste water or sludge will be generated which requires pre-treatment or separators before discharge into the sewer system <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No 11. One or more of the following industrial processes circled below will be performed on the premises <div style="text-align: center;"> <u>Manufacturing</u> <u>Treating</u> <u>Formulation/Mixing/Processing</u> <u>Vehicle Washing</u> </div>	
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 - IF applicable <input type="checkbox"/> Floorplan of the space with all rooms labeled ** <input type="checkbox"/> Massage Establishments - Submit TDLR license(s)	
Business Principle / Owner (Printed Name):	Business Principle / Owner Signature:



Temporary Power Application

Date: _____

I wish to request an electric release for my building/suite located at: _____.

This application is required for:

Clean and show permit: _____
(90 day limit)

Certificate of Occupancy permit: _____
(14 day limit)

I understand that the electrical must be inspected and certified to be in a safe condition and I agree that there will be no occupancy of this structure until a certificate of occupancy is applied for and approved.

This is not a certificate of occupancy.

This is a temporary power release only. A full meter release will occur upon final acceptance of a certificate of occupancy as required by the Fire Marshal and the Building Official.

Applicant's Name (please print)

Driver's License Number / Exp. Date / DOB

Applicant's Signature

Applicant's Phone Number

FOR OFFICE USE ONLY

Approval Date: _____ Inspector: _____

Notes: _____



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)
- Sales Tax Certificate (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