CERTIFICATE OF OCCUPANCY APPLICATION

COMMUNITY SERVICES

OFFICE PHONE – 972/744-4180 • INSPECTION REQUEST – 972/744-4181 • FAX – 972/744-5802

Property Address:_____Suite #_____

Name of Business:_____

New Tenant? ☐ Y ☐ N Property Owner Change? ☐ Y ☐ N

Business Name Change? ☐ Y ☐ N Business Ownership Change? ☐ Y ☐ N

If relocation; relocation from what city/physical address? _____

_____

Tenant Name (Highest Ranking Official)_____Ph #_____

Address_____

State____Zip_____Email_____

Applicant Name_____Ph #_____

Address_____

State____Zip_____Email_____

Property Owner_____Ph #_____

Address_____

State____Zip_____Email_____

Business/Property Use: Retail ☐ Manufacturing ☐ Restaurant ☐
Office ☐ Warehouse ☐ ****In addition please check all applicable uses listed on back****

Describe Specific Operations (Primary & Accessory Uses)_____

_____

_____

Total Employees At This Site_____Square Feet At This Site_____

Business Hours of Operation_____

Business Web Address _____

I Hereby Certify That The Above Information Is True and Correct To The Best Of My Knowledge.

(Signature of Applicant)

TODAY'S DATE: MOVE IN DATE: INSPECTION DATE/TIME:

Check only the items you store, sell or use in your occupancy or business.

- ___ Alcoholic beverages
- * ___ Food Products
- * ___ Food and/or beverage processing, storage or sales
- ◆ ___ Flammable or combustible liquids (10 gal. or more only)
- ◆ ___ Poisonous or hazardous chemicals / acids
- ◆ ___ Compressed gases
- ◆ ___ Painting with flammables
- * ___ Car Washing
- * ___ Creates waste water
- ◆ ___ Dry Cleaning (flammable solvents)
- * ___ Woodworking
- * ___ Dust producing process
- ___ Welding or cutting
- ◆ ___ Fireworks, Explosives or Ammunition
- ◆ ___ Liquid propane gas
- ___ High Piled Stock
- * ___ Metal finishing/plating
- * ___ Circuit board manufacturing/assembly
- * ___ Semiconductor manufacturing
- * ___ Electronic assembly
- * ___ Cooling tower/systems
- ___ Other hazards (specify)

* Review required by the Health Department.

◆ Provide Chemical Data Sheets to the Fire Marshal listing the maximum quantity of all hazardous material.

FOR OFFICE USE ONLY

APPLICATION #		DEPARTMENT	APPROVAL	DATE	SPECIAL NOTES
OCCUP. CLASS		BLDG INSP.			
CONST. TYPE		FIRE MARSHAL			
ZONING		POLICE			
		HEALTH			
		CBO			

Date Amount $ Rec. # Cash / Ck # By

List of Uses

Please indicate the intended use proposed for the subject location from the list below:

***** Special Permit required. Please see Article XXII-A of the City of Richardson's Comprehensive Zoning Ordinance for details.

A and B

- ☐ Accessory buildings (as defined)
- ☐ Ambulance service *****
- ☐ Amusement arcade *****
- ☐ Antenna — Accessory
- ☐ Antenna — Commercial, up to three antennas or equipment buildings
- ☐ Antenna — Commercial, more than 3 antennas or equipment buildings *****
- ☐ Antenna — Freestanding *****
- ☐ Antenna — Mounted
- ☐ Antique shop
- ☐ Apartments
- ☐ Art gallery
- ☐ Assisted living facility *****
- ☐ Bakery
- ☐ Bank or financial institution
- ☐ Barber or beauty salon
- ☐ Beer & wine package sales that derive 75% or more revenue from sales of beer and/or wine *****
- ☐ Boarding kennel *****
- ☐ Book, card, or stationery store
- ☐ Bowling alley

C and D

- ☐ Camera and photographic supply shop
- ☐ Carwash *****
- ☐ Catering service
- ☐ Check cashing, payday advance/loan business or car title loan business *****
- ☐ Childcare center *****
- ☐ Church
- ☐ Church parking lot in any residential district where parking lot is abutting church lot, but separated by dedicated public street/alley *****
- ☐ Clothing or apparel store
- ☐ Commercial amusement center *****
- ☐ Contracting operation
- ☐ Controlled substance paraphernalia shop *****
- ☐ Convenience store
- ☐ Convenience store with beer & wine sales for off-premise consumption
- ☐ Department store
- ☐ Distribution center
- ☐ Driving instruction school
- ☐ Drugstore or pharmacy

E and F

- ☐ Fabric store
- ☐ Fine arts studio *
- ☐ Florist
- ☐ Food or beverage - pre-package for off-premise consumption (drive-up/drive–thru/drive-in) *****
- ☐ Fortune-teller/psychic reader/spiritual advisor *****
- ☐ Fraternal organization *****
- ☐ Furniture, home furnishings & appliance store

G and H

- ☐ Garage - detached
- ☐ Grocery store
- ☐ Grocery store with beer & wine sales for off-premises consumption
- ☐ Hardware store
- ☐ Health club
- ☐ Hospital *****
- ☐ Hotel — Full service *****
- ☐ Hotel — Limited service *****
- ☐ Hotel — Suite *****

I - L

- ☐ Incidental retail/restaurant/personal service in office building
- ☐ Incidental retail/restaurant/personal service in office or industrial building
- ☐ Independent living facility *****
- ☐ Jewelry store
- ☐ Laundromat, less than 6,000 square feet, no pick-up and delivery service
- ☐ Laundry or dry cleaning service, less than 6,000 square feet, no pick-up or delivery service
- ☐ Laundry pick-up station

M

- ☐ Mailing service
- ☐ Manufacturing facility
- ☐ Manufacturing facility — Heavy *****
- ☐ Manufacturing facility — High-tech
- ☐ Martial arts school
- ☐ Mortuary or funeral home *****
- ☐ Motor freight terminal *****
- ☐ Motor vehicle body shop *****
- ☐ Motor vehicle parts and accessory sales, no outdoor storage or display
- ☐ Motor vehicle rental — maximum 10 light load vehicles in multi-tenant building
- ☐ Motor vehicle rental — 10 or more vehicles or in a single tenant building *****
- ☐ Motor vehicle repair shop — Major *****
- ☐ Motor vehicle repair shop — Minor *****
- ☐ Motor vehicle sales/leasing — New
- ☐ Motor vehicle service station *****
- ☐ Movie theater
- ☐ Musical instrument sales and repair

N - P

- ☐ Nursery or greenhouse, retail sales only *****
- ☐ Nursing/convalescent home *****
- ☐ Office
- ☐ Office furniture, equipment & supply store
- ☐ Parking lot or garage - commercial off-street
- ☐ Pawn shop
- ☐ Pet sales and grooming
- ☐ Photography or art studio
- ☐ Print shop — Major
- ☐ Print shop — Minor
- ☐ Private amenity center *****
- ☐ Private club/bar *****
- ☐ Private recreation club *****
- ☐ Public building

Q and R

- ☐ Radio or television station
- ☐ Radio, recording, or television studio
- ☐ Repair shop — Household items
- ☐ Repair shop — Personal items
- ☐ Research laboratories and facilities
- ☐ Restaurant with food and beverage permit
- ☐ Restaurant with curb service *****
- ☐ Restaurant with drive-thru service *****
- ☐ Restaurant without drive-thru or curb service *****
- ☐ Retail activities in conjunction with a wholesale activity
- ☐ Retail sales of pre-packaged food & beverage for off-premise consumption in a drive-up, drive-thru, drive-in facility *****
- ☐ Riding academy/public stable *****

S and T

- ☐ School — Parochial, located on same lot as religious institution
- ☐ School — Parochial, not located on same lot as religious institution *****
- ☐ School — Private *****
- ☐ Self-service warehouse *****
- ☐ Self-service warehouse (secondary use) *****
- ☐ Sexually-oriented business *****
- ☐ Smoking establishment *****
- ☐ Sporting goods store
- ☐ Tailor shop
- ☐ Technical training school
- ☐ Tobacco store — Retail
- ☐ Toy or hobby shop

U - W

- ☐ Veterinary office
- ☐ Video rental store
- ☐ Warehouse
- ☐ Wholesale establishment
- ☐ Wrecker service *****