



CERTIFICATE OF OCCUPANCY APPLICATION

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

Property Address: _____ Suite # _____	
Name of Business: _____	
New Tenant? <input type="checkbox"/> Y <input type="checkbox"/> N	Property Owner Change? <input type="checkbox"/> Y <input type="checkbox"/> N
Business Name Change? <input type="checkbox"/> Y <input type="checkbox"/> N	Business Ownership Change? <input type="checkbox"/> Y <input type="checkbox"/> N
If relocation; relocation from what city/physical address? _____ _____	
Highest Ranking Official _____ Ph # _____	
Home Address _____	
State _____ Zip _____	Email _____
Applicant Name _____ Ph # _____	
Home Address _____	
State _____ Zip _____	Email _____
Property Owner _____ Ph # _____	
Address _____	
State _____ Zip _____	Email _____
Business/Property Use: Retail <input type="checkbox"/> Manufacturing <input type="checkbox"/> Restaurant <input type="checkbox"/>	
Office <input type="checkbox"/> Warehouse <input type="checkbox"/> **In addition please check all applicable uses listed on back**	
Describe Specific Operations (Primary & Accessory Uses) _____ Place on lines below _____ _____	
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
- * ___ Dentist
- ___ 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
- Dentist
- 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 *