



CONCIERGE SERVICES

CERTIFICATES OF OCCUPANCY FOR EXISTING LOCATIONS BEING TAKEN OVER BY DIFFERENT BUSINESS

The City wants to assist you in opening your new business at an existing location (eg. you take over an existing location from a previous business).

Below is an outline of the expedited process to obtain a Certificate of Occupancy for these locations:

- ◆ Call the customer service representative at the number below and advise the representative that you are “seeking a permit for taking over an existing location from a previous business,” and you will be assisted through expedited processing and inspection services.
- ◆ Permit fees will need to be paid online during processing. The customer service representative will assist you with this process.
- ◆ Do you need a gas or electric service release from the City to your provider?
 - ◆ This would need to be your first inspection and may be scheduled for the same day requested, if the request is made during normal business hours.
- ◆ Inspectors will be sent again to complete your occupancy inspections after power and gas are turned on. This inspection will be completed by the close of the next business day.
- ◆ Upon completion of this inspection, you will be emailed your Certificate of Occupancy.

NOTE: Establishing power and gas after a release is provided will require your coordination with the utility provider and is subject to their service schedule.



972-292-5300



bicsr@friscotexas.gov

NOTICE:

Social Distancing – Please be aware that as businesses are reopened, there may be ongoing social distancing and other requirements for your business type published in the near future.

Landlord/Tenant – We understand some businesses are dealing with tenant/landlord issues during this time. It is recommended that tenants communicate on a regular basis with their landlord. The City will not intervene in a private lease contract.