



Building Inspections, 6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 75034, Main (972) 292-5301, Fax (972) 292-5313 email: bdjginsp@friscotexas.gov

CERTIFICATE OF OCCUPANCY APPLICATION

An incomplete application may delay the review process or cause denial of the application. **PERMIT NUMBER: CO1** _____

Business Name		
D/B/A (if applicable)		
Project address (include suite no.)		
Nature of Business		
APPLICANT NAME & ADDRESS		EMAIL: PHONE:
BUSINESS OWNER NAME & ADDRESS		EMAIL: PHONE:
PROPERTY OWNER NAME & ADDRESS		EMAIL: PHONE:

Renovations: Yes or No

If yes explain: _____

Business/property use: Retail Wholesale Manufacturing Religious Service Distribution Office Warehouse Medical Other

Is this a new business? Yes or No Is this a change of ownership? Yes or No Is this a change of business name? Yes or No

Is the building equipped with an automatic fire sprinkler system? Yes or No

Will you require a utility release prior to inspection or occupancy? Yes or No

- Electrical provider is Co Serv or Oncore
- Gas provider is Co Serv or Atmos Energy

(Note: If business is located within a Co Serv designated area, Co Serv is a cooperative and you will not be able to use a 3rd party)

AREAS: Office space _____sf Restaurant _____sf Retail _____sf Sanctuary _____sf Warehouse _____sf Manufacturing _____sf Other _____sf Square feet used for storage _____sf Does this include 'fixed seating'? <input type="checkbox"/> Yes or <input type="checkbox"/> No How many in 'fixed seating' area? _____ TOTAL _____SF Occupant Load _____
--

Please select: **YES**, if the occupancy / business involves storage, sale or use of the following: (Please check all applicable – below.)

<input type="checkbox"/> Alcohol sales/ beverages	<input type="checkbox"/> Dust producing process	<input type="checkbox"/> Nursing/ convalescent home
<input type="checkbox"/> Assisted living facility	<input type="checkbox"/> Equipment machinery sales/ rental	<input type="checkbox"/> Office warehouse/ distribution center
<input type="checkbox"/> Automobile, motorcycle, recreational vehicle- parking, repair, storage, or sales	<input type="checkbox"/> Explosives, ammunition, or fireworks	<input type="checkbox"/> Outdoor amusement
<input type="checkbox"/> Bales of loose combustible fibers	<input type="checkbox"/> Flammable or combustible liquids (10 gallons or more)	<input type="checkbox"/> Painting with flammables
<input type="checkbox"/> Building material/ hardware	<input type="checkbox"/> Floor drains in building	<input type="checkbox"/> Print shop
<input type="checkbox"/> Cannabinoid containing products	<input type="checkbox"/> Food/ beverage products, processing, storage or sales	<input type="checkbox"/> Poisonous / hazardous chemicals/acids
<input type="checkbox"/> Cellulose nitrate film	<input type="checkbox"/> Furniture restoration	<input type="checkbox"/> Recycling waste
<input type="checkbox"/> Child care	<input type="checkbox"/> Hall, dance	<input type="checkbox"/> Residential cake factory
<input type="checkbox"/> Church, temple, synagogue, or other place of worship	<input type="checkbox"/> High piled stock (over 12 feet in height)	<input type="checkbox"/> Sexually oriented use
<input type="checkbox"/> Compressed gas/ liquid propane	<input type="checkbox"/> Massage therapy, licensed	<input type="checkbox"/> Small engine repair
<input type="checkbox"/> Distillery/ brewing	<input type="checkbox"/> Massage therapy, Un-license	<input type="checkbox"/> Smoking/ e-cigs
<input type="checkbox"/> Dry cleaning (flammable solvents)	<input type="checkbox"/> Medical/ X-ray equipment	<input type="checkbox"/> Tattoo/ piercing
		<input type="checkbox"/> Welding or cutting
		<input type="checkbox"/> Woodworking

Other hazards (please specify) _____

NO, the occupancy or business does NOT involve storage, sale or use of the any of the above-noted. _____ initials

- A. **FOOD ESTABLISHMENTS ARE REQUIRED TO COMPLETE A HEALTH PERMIT APPLICATION AND SUBMIT TO HEALTH & FOOD SAFETY.** If you have health-related questions, please contact Health & Food Safety at (972) 292-5304 or via email to health@friscotexas.gov.
- B. **SIGNS:** Please review the current Sign Ordinance at www.friscotexas.gov/481/Most-Requested-Ordinances for submittal and permit requirements.
- C. **Smoking is prohibited.**
- D. **Medical/ Dental:** All medical and dental offices must fill out a medical checklist.

I hereby verify all sections of this application are completely filled out and accurate.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S PRINTED NAME

TELEPHONE

CELL

FAX

Applications with 'original' signatures ONLY. Facsimilies, e-mails or other forms of electronic media transmissions will not be accepted.

HOW TO GET A CERTIFICATE OF OCCUPANCY

Why do I need a certificate of occupancy? If you are a new tenant/owner of an existing business, changing the name of your business or changing the use of your building, records must be updated with the City to provide the best service to you in the future. In addition, this is the appropriate time for City inspectors to provide you with a general life safety inspection of your occupancy to ensure you have the minimum provision for light, heat, ventilation, sanitation and egress of your business. If you are making changes to building elements, ex: wall construction, equipment installation, a Certificate of Occupancy Application does not apply to your project. You must submit a 'Commercial Building Permit Application' and that permit will conclude with a Certificate of Occupancy.

An application for Certificate of Occupancy can be found online at www.friscotexas.gov/building, then selecting 'Permit Applications, Plan Review & Forms' located on the left-hand side of the page or at the **Customer Service Desk** located at 6101 Frisco Square Blvd, 3rd floor. It is recommended you make application in person at the **Customer Service Desk** and review your application with staff to ensure it is completed correctly during the time of submittal. This will help avoid delay in the review of your application. Additional information may also be required at the time of your application submittal.

REQUIRED DOCUMENTS

Right to Occupy - The City needs to know you have the right to occupy the building. This can be remedied by providing a signed lease agreement or a recorded deed if you have purchased the property.

Floor/ Space plan – A basic floor/space plan **shall be** provided to ensure we understand what you are proposing to occupy and the use of each area within that space.

Site plan – A site plan may be required if you are changing the use of the occupancy to verify adequate site elements like parking and accessibility are being provided.

REQUIRED INSPECTION(S)

New Tenant/Owner or Name Change of an Existing Business – Not a Food Establishment

If there is no electrical and/or gas service established, you must first have an **Electrical Release** and **Gas Release** inspection by Building Inspections and service turned on before you can request any additional inspections¹. The franchise utilities require a release from the City if services have been disconnected for any period of time. If the electrical and gas are already established to the occupancy (and you do not anticipate a disconnection from the franchise service providers), only **Courtesy CO** and **Courtesy Fire** inspections are required. These two (2) inspections are requested to Building Inspections and coordinated to be completed during the same day.

New Tenant/Owner of an Existing Business - Food Establishment w/No Changes to Food Operations

It is recommended for any food establishment that you first contact Health & Food Safety to discuss any operational changes which may affect the requirements of occupancy. Additional documentation will be required to complete a review of a Certificate of Occupancy Application for Food Establishments. The 'Minimum Standards for Food Establishments' handout is available at the **Customer Service Desk**. If no electrical and/or gas service is established, you must first have **Electrical Release** and **Gas Release** inspections by Building Inspections and service turned on before you can request additional inspections. The franchise utilities require a release from the City if services have been disconnected for any period of time. If the electrical and gas are already established to the occupancy (and you do not anticipate any disconnection from franchise service providers) only **Health Final**, **Courtesy CO** and **Courtesy Fire** inspections are required. Health & Food Safety and Building inspections may be completed the same day if coordinated through Building Inspections prior to request.

HOW TO REQUEST INSPECTIONS OF YOUR OCCUPANCY

There are two (2) ways to request an occupancy inspection of your business. Inspections may be scheduled at the Customer Service Desk, located at 6101 Frisco Square Blvd., 3rd Floor at the time of application. To request an occupancy inspection via telephone, please call (972) 292-5386. Please ensure to provide the permit number assigned at the time of application, along with the street address (and suite number, if applicable) and business name. The cut-off time for a telephone inspection requests is 4:00PM the prior evening of the inspection.

If the Courtesy Fire inspection fails, you must contact the Fire Marshal's Office directly at (972) 292-6328 to schedule the re-inspection.

1. Requirement for Gas Release inspection: Gas systems must be placed on pressure test by a licensed and register plumbing contractor for inspection. Low pressure systems require a 3lb. test on a 5 or 6lb. gauge. Intermediate pressure systems require a 10lb. test on a 15lb. gauge. Access shall be provided to all areas containing fuel fired equipment.