

CITY OF COPPELL  
 265 E PARKWAY BLVD.  
 COPPELL, TX 75019  
 (972) 304-3500

# CERTIFICATE OF OCCUPANCY APPLICATION

OR BUILDING FINAL (UNOCCUPIED BUILDING)\*\*



APPLICATION DATE:		PERMIT ID:	
CO ADDRESS:		SUITE #:	
NAME OF BUSINESS:			
DESCRIPTION OF BUSINESS:			
HOURS OF OPERATION:			
BUSINESS OWNER NAME:		PROPERTY OWNER NAME:	
BUSINESS OWNER ADDRESS:		PROPERTY OWNER ADDRESS:	
BUSINESS OWNER PHONE#:		PROPERTY OWNER PHONE#:	
BUSINESS OWNER EMAIL:		PROPERTY OWNER EMAIL:	
AFTER HOURS EMERGENCY CONTACT NAME:		AFTER HOURS EMERGENCY PHONE # FOR BUSINESS:	
AFTER HOURS EMERGENCY CONTACT EMAIL:			

**PLEASE CHECK:**

- |   |                               |                                  |
|---|-------------------------------|----------------------------------|
| NEW TENANT                              | SAME BUSINESS OWNER, NEW NAME | EXPANDING LEASE SPACE/ALTERATION |
| SUB LEASE **                            | SAME BUSINESS NAME, NEW OWNER | SHELL BUILDING (NO OCCUPANCY)**  |
| NEW PROPERTY OWNER, NO CHANGE IN TENANT |                               |                                  |

(\*\*Indicates C.O. certificate will not be issued)

NUMBER OF STORIES:  NUMBER OF RESTROOMS:  NUMBER OF EXITS:  NUMBER OF EMPLOYEES:

**SQUARE FOOTAGE:**

WAREHOUSE SQ. FT.:  OFFICE SPACE SQ. FT.:  TOTAL SQ. FT.:

IS THIS A RESTAURANT? IF "YES," PROVIDE SUP NUMBER: _____	Yes	No
WILL THERE BE HIGH-PILED COMBUSTIBLE STORAGE AT THIS ADDRESS?	Yes	No
IS THERE AN AUTOMATIC FIRE SPRINKLER SYSTEM INSTALLED IN THE BUILDING OR SPACE?	Yes	No
IS THERE A FIRE ALARM SYSTEM INSTALLED IN THE BUILDING OR SPACE?	Yes	No
WILL THERE BE ANY POTENTIAL FOR DISCHARGE OF MATERIALS OR BYPRODUCTS INTO THE SEWER?	Yes	No
WILL THERE BE ANY HAZARDOUS MATERIAL STORED IN THE BUILDING (I.E. COMPRESSED GASES, FLAMMABLE LIQUIDS, FLAMMABLE SOLIDS, CORROSIVES, ETC.)? IF, "YES," PLEASE PROVIDE LIST ON A SEPARATE PAGE.	Yes	No

*I hereby certify that the above information is true and correct to the best of my knowledge:*

(SIGNATURE) \_\_\_\_\_ (PRINTED NAME) \_\_\_\_\_

<i>For Office Use Only:</i>			
<b>APPROVALS:</b>	<b>DATE:</b>	<b>APPROVALS:</b>	<b>DATE:</b>
BLDG. INSP. _____	_____	ENGINEERING _____	_____
FIRE _____	_____	PARKS & REC _____	_____
PLANNING _____	_____	AS BUILTS RECV'D _____	_____
OCCUPANCY GROUP _____	CONSTRUCTION TYPE _____	OCCUPANT LOAD OF _____	_____
C.O. WILL BE ISSUED UNDER THE _____ BUILDING CODE.		SPRINKLER SYSTEM REQUIRED? _____	
CD RECEIVED <input type="checkbox"/>			