



# Application for Certificate of Occupancy

No. \_\_\_\_\_

PLEASE PRINT OR TYPE - INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

*Application is made to the Building Official of the City of Grand Prairie, Texas for Certificate of Occupancy authorizing the use of building and/or vacant land:*

Property Address \_\_\_\_\_ Suite # \_\_\_\_\_

Use of Property \_\_\_\_\_  
(be specific) \_\_\_\_\_

Business Name (DBA) \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Owner's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Square footage of Bldg. \_\_\_\_\_ Number of Employees \_\_\_\_\_

Address of Previous Location: \_\_\_\_\_

List Other Current Business Locations: \_\_\_\_\_

**■ CHECK TYPE OF C.O. APPLICATION**

- New Owner / New Business     
  Expanding Lease Space     
  Clean & Show (to lease or sale)  
 New Owner / Existing Business     
  Additional Uses / Existing Business     
  Other (identify) \_\_\_\_\_

**■ CHECK ALL FEATURES OF THE BUILDING AND/OR THE PROPERTY**

- Septic System     
  Above or Underground Tank (s)     
  Fire Sprinkler System     
  Water Well     
  Paint Booth     
  Grease / Sand Trap

**■ CHECK "ALL" ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES.**

- Auto Related Business     
  Alcoholic Beverage Sales     
  Tire Storage     
  Oil Change / Lube     
  Incineration  
 Office     
  Grocery or Convenience Store     
  Tire Sales / Installation     
  Petroleum Products     
  Personal Services  
 Restaurant     
  Sanding, Mill or Woodcutting     
  Auto Body Repair     
  Welding or Cutting     
  Auto Painting  
 Food Products     
  Items stacked higher than 12 feet     
  Brakes / Muffler Repair     
  Painting or Coating     
  Outside Storage  
 Child Care Center     
  Flammable / Combustible Liquid     
  Parts or Vehicle Wash     
  Engine Repair     
  State Inspection  
 Dance Floor     
  Auto Parts / Accessories (New)     
  Auto Sales (New)     
  Vehicle Parking  
 Retail Sales     
  Auto Parts / Accessories (Used)     
  Auto Sales (Used)
- Chemicals (identify type) \_\_\_\_\_  
 Warehouse (identify type) \_\_\_\_\_  
 Manufacturing (identify type) \_\_\_\_\_

**\* C.O. building inspections are made between 9 am - 12 pm. The building must be "OPEN" for inspection during this time period.**

SUBMITTED ON:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
INSPECTION ON:	WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY

*I certify that all information contained herein is true and correct to the best of my knowledge and I understand that failure to make full disclosure may result in revocation of the Certificate of Occupancy and court citations (City Code Sec. 7-7).*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CERTIFICATE OF OCCUPANCY

Please review the following procedures for application & issuance of a Certificate of Occupancy.

1. APPLICATION AND PAYMENT ARE SUBMITTED TO THE BUILDING INSPECTION DEPT.

a. The fees are as follows:

- \$100.00 .....CHANGE OF OCCUPANT AND/OR CHANGE OF USE
- \$ 30.00 .....CHANGE OF BUSINESS NAME ONLY; EXISTING OWNER & USE
- \$ 30.00 .....CHANGE OF OWNERSHIP ONLY; EXISTING BUSINESS NAME & USE
- \$ 30.00 .....CLEAN & SHOW; VACANT – NO OCCUPANT

2. REVIEW APPROVALS ARE REQUIRED PRIOR TO ISSUANCE:

- a. The zoning is verified to determine if the proposed use is allowed and a site inspection is conducted for compliance with zoning regulations such as required parking, landscaping, screening, etc.
- b. An inspection of the structure for compliance with the Building, Electrical, Plumbing, Mechanical & Fire code. The inspection schedule listed on the application form is for the “Building Inspection” only and the inspection date is subject to change during heavy inspection periods.
- c. **A Code Enforcement inspection is required for all AUTO RELATED BUSINESSES; thereafter an annual \$200.00 “Auto Related Business” inspection fee is required.**

See City Ordinance No. 7408 for specific regulations or contact Code Enforcement at 972-237-8332.

3. ENVIRONMENTAL SERVICES: 972-237-8055

A site inspection and/or review will be necessary to insure compliance with Environmental Services requirements prior to issuance of the Certificate of Occupancy.

**If appropriate for food service, sales, storage or preparation; day care center, chemical storage, etc.,**

**You Must Contact The Environmental Services Dept To Apply For A Health Permit.**

4. CERTIFICATE OF OCCUPANCY:

When all of the inspections; Building, Zoning, Fire and Environmental Services (Code Compliance if required) are approved, an electrical release will be sent to the Electric Utility Company and the Certificate of Occupancy will be issued.

You must setup your account with an electric provider within 30-days of your inspection date or the electrical release will become invalid. Operation of a business without a Certificate of Occupancy posted on site is a violation of city ordinance.

Upon dissolution of business, the Certificate of Occupancy must be returned to the Code Enforcement division to avoid continued assessment of annual fees for Auto Related Businesses.

---

**I affirm that I have read the above statements and that I understand the procedures that are necessary before I conduct business at this location. If applicable, I also, affirm that I received a copy of City Ordinance No. 7408 for “Auto Related Businesses” and will comply with all regulations as stated therein.**

Property Address \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

----- OFFICE USE ONLY -----

ADDRESS \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

THIS PROPERTY IS ZONED \_\_\_\_\_

WHICH  WILL  WILL NOT ALLOW THE DESCRIBED USE OF BUILDING AND/OR LAND.

SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	_____ ZONING OFFICIAL	_____ DATE
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	_____ ZONING INSPECTOR	_____ DATE
		_____ BUILDING INSPECTOR	_____ DATE

-----

ENV. SERVICES     FIRE ADMN.     CODE ENF.     OTHER \_\_\_\_\_

COMMENTS OR SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected By: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Denied Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

## Grand Prairie Certificate of Occupancy Fire Inspection Information Sheet



Fire Inspections for Certificate of Occupancy are divided into the following two categories:

- 1) **Basic Fire Inspections** (Conducted by Building Department)
- 2) **Technical Fire Inspections** (Conducted by Fire Department)

**Category 1 - Basic Fire Inspections;** *these inspections are required for all businesses and facilities and are related to the status and condition of existing building fire protection systems and features. They are conducted by a building department inspector and they include the following items;*

- **Premise Identification** (*address numbers*)
- **Fire Lane Maintenance** (*existing fire lanes must be unobstructed and legible*)
- **Fire Hydrants** (*must be within five hundred feet {500'} of all portions of building/facility exteriors*)
- **Fire Extinguishers** (*2A:10BC minimum classification with approximately one extinguisher per 3000 sf*)
- **Fire Protection Equipment Status** (*all existing fire protection equipment, including fire extinguishers, fire sprinkler systems, fire alarm systems, and fire suppression systems, must be operational, must be inspected and approved by a licensed technician on an annual basis, and must have a current Texas State Fire Marshal tag attached indicating that the system or equipment is acceptable and in full compliance. The date on the tag must be less than one year from the date of the Certificate of Occupancy inspection*)
- **Emergency Fire Department Access Boxes, Pad Locks, and other Devices** (*all buildings equipped with fire sprinkler systems, fire suppression systems, and fire alarm systems are required to have a fire department {KNOX} key box. In addition, any gate that obstructs a fire lane must be equipped with at least one of the following devices; Opticom System, KNOX electric override key switch, or KNOX pad lock*).

**Category 2 - Technical Fire Inspections;** *these inspections are based on the specific activity being conducted within a building or facility and are not required at all locations. They include those activities regulated by the 2009 International Fire Code and associated COG amendments.*

- **Please complete the Grand Prairie Fire Department Certificate of Occupancy checklist to determine if a technical fire inspection is required at your building or facility.**

Grand Prairie Fire Department Certificate of Occupancy Checklist



PLEASE READ CAREFULLY

Please darken in the appropriate box below if any of the following activities are applicable to your business or facility. After completion please sign, date and return this document to the Building Department located at 206 W. Church Street. If one or more activities are marked this document will be forwarded to the Fire Marshal's Office for evaluation, after which you will be contacted by a fire department representative to determine if a technical fire inspection is required. (See fire code activity definition sheet for assistance)

- 1) AVIATION FACILITY OPERATIONS
- 2) DRY CLEANING OPERATIONS
- 3) COMBUSTIBLE DUST-PRODUCING OPERATIONS
- 4) FLAMMABLE / COMBUSTIBLE FINISH APPLICATIONS
- 5) SEMICONDUCTOR FABRICATION OPERATIONS
- 6) LUMBER YARDS & WOODWORKING OPERATIONS
- 7) MANUFACTURE of ORGANIC COATINGS
- 8) INDUSTRIAL OVEN OPERATIONS
- 9) MOTOR-FUEL DISPENSING FACILITIES & REPAIR GARAGES
- 10) HIGH-PILED COMBUSTIBLE STORAGE (storage height greater than twelve feet {12'} for ordinary combustibles, or greater than six feet {6'} for certain high hazard commodities, such as rubber tires, Group A plastics, flammable liquids, idle pallets, and similar materials)
- 11) WELDING and HOT WORK OPERATIONS
- 12) AEROSOLS (manufacture, storage & display)
- 13) COMBUSTIBLE FIBERS (equipment, processes & operations)
- 14) COMPRESSED GASES (storage, use & handling)
- 15) CORROSIVE MATERIALS (storage and use)
- 16) CRYOGENIC FLUIDS (storage, use & handling)
- 17) EXPLOSIVES & FIREWORKS (possession, manufacture, storage, handling, sale and use)
- 18) FLAMMABLE & COMBUSTIBLE LIQUIDS (storage, use, dispensing, mixing, and handling)
- 19) FLAMMABLE GASES & CRYOGENIC FLUIDS (storage and use)
- 20) FLAMMABLE SOLIDS (storage and use)
- 21) HIGHLY TOXIC and TOXIC MATERIALS (storage and use)
- 22) LIQUEFIED PETROLEUM GASES (storage, handling and transportation)
- 23) ORGANIC PEROXIDES (storage and use)
- 24) OXIDIZERS, OXIDIZING GASES & OXIDIZING CRYOGENIC FLUIDS (storage & use)
- 25) PYROPHORIC MATERIALS (storage and use)
- 26) PYROXYLIN (CELLULOSE NITRATE) PLASTICS (storage and handling)
- 27) UNSTABLE (REACTIVE) MATERIALS (storage and use)
- 28) WATER-REACTIVE SOLIDS & LIQUIDS (storage & use)
- 29) MARINA FACILITY OPERATIONS
  
- NONE APPLICABLE

*I acknowledge that I have reviewed this document and that to my knowledge I have disclosed all activities applicable to my building or facility. I further acknowledge that failure to disclose all related activities may result in citations or revocation of my certificate of occupancy.*

Contact Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Title: \_\_\_\_\_

