



# CERTIFICATE OF OCCUPANCY APPLICATION

811 SH 31 East, Chandler TX. 75758 •903.849.6853•

www.chandler.tx.com

**Commercial**

(CO) # \_\_\_\_\_

Reason for C/O:  New Business  New Owner  Name Change  Relocation (\$100)  Building Use Change (\$100)

Business Name: \_\_\_\_\_ Office#: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite # \_\_\_\_\_ Fax # \_\_\_\_\_

Tax Id # \_\_\_\_\_ If you will be collecting Sales Tax a copy of your "Texas Sales and Use Permit must be submitted with your application."

Business Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_

**Business Use:**  Retail  Restaurant  Wholesale  Religious  Office  Industrial  Service: Type \_\_\_\_\_

Other: \_\_\_\_\_

**Remodeling:** Will there be any remodel?  No  Yes

**Permanent Sign:** Will signs be installed?  No  Yes

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner of the Building: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grease Trap:  Yes  No

Fire Sprinkler:  Yes  No

Smoke Alarms:  Yes  No

Does your Business involve storage, sale, or use of the following?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Flammable or combustible liquids (10 gal. or more) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alcohol Sale /on-site consumption                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| High piled storage of combustible items            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dust producing equipment or materials              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Compressed gasses or Lp Gas                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Explosives, Ammunition or Fireworks                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Magnesium or Paint/Flammable Materials             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Poisonous or Hazardous Chemicals or Acids          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

# Requirements for C/O Inspection

(Covers most Occupancy)

All Commercial businesses in Chandler must have a Certificate of Occupancy.

This includes new business, business name changes, new location of business, or expansion of business.

- Tax ID number for occupying business location. If you will be collecting Sales tax a copy of your “Texas sales and Use Permit” must be submitted with your application.
- Address numbers over the door or building (readable from road)
- Electrical panel that is sealed, labeled, intact, grounded, and has proper clearance.
- 5 lb. ABC tagged fire extinguisher (minimum of one) at each Exit Door.
- Exit signs (Lighted Signs)

Restaurant:

- All of the above
- Tagged fixed hood system (grease laden vapors appliance) or open flame cooktops
- 20 rated BC portable fire extinguisher of Special K (grease laden vapors)
- Occupancy Content
- Grease Trap Ordinance Compliance Required
- No open cook-tops are allowed in Commercial Occupancies unless protected by a vent-a-hood with a fire suppression system.

## NOTICE TO APPLICANT

- A \$100.00 Certificate of Occupancy (CO) fee assessed for; [**Relocation or Building Use Change.**]
- Occupancy is not permitted before Certificate of Occupancy (CO) is issued.
- A Certificate of Occupancy (CO) will not be issued on any building or structure, or portion thereof, until all provisions of the code or other Ordinances of the City of Chandler are met.
- Property must have a final inspection prior to issuance of Certificate of Occupancy (CO) call 903-571-5885 to schedule inspection.
- Upon approval, you can pick up your certificate.
- Any certificate of occupancy issued based on incorrect information supplied on this application may be revoked.
- Signature of occupant’s agent constitutes approval for city employees to enter the property for necessary inspections.

## Receipt & Acknowledgement

This form shall be signed by the applicant prior to approval of Certificate of Occupancy permit application.

This form will be attached to the approved Certificate of Occupancy permit on file.

I have read the information provided in the Certificate of Occupancy Application and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I hereby agree to comply with all State and Local laws and Ordinances.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_