CERTIFICATE OF OCCUPANCY GUIDELINE

CITY OF ALLEN

NO TENANT MAY STOCK OR CONDUCT ANY BUSINESS ACTIVITY UNLESS A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. A FINAL BUILDING INSPECTION TICKET IS NOT A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY. YOU MAY ONLY OBTAIN A TEMPORARY OR PERMANENT CERTIFICATE OF OCCUPANCY THROUGH THE BUILDING SERVICES DIVISION AT 305 CENTURY PARKWAY, ALLEN, TEXAS.

Reasons for a Certificate of Occupancy:

- ☐ New Building
- ☐ Alteration/Remodel
- ☐ New Business in Existing Space
- ☐ Change of Ownership
- ☐ Change of Name

All **shell buildings** must have the following approvals in order to receive a temporary or permanent certificate of completion:

- ☐ Engineering Department
- ☐ Community Services – Trash Enclosures
- ☐ Fire Department
- ☐ Building Inspections
- ☐ Parks – Landscape Inspection
- ☐ Health - if Restaurant (Submittal of a Health Permit Application is required)

All **shell buildings** must have at least a temporary or permanent certificate of completion before any tenant finish-outs can have a temporary or permanent certificate of occupancy. All tenant finish-outs must also have the following approvals:

- ☐ Fire Department
- ☐ Building Inspections
- ☐ Health – if Restaurant (Submittal of a Health Permit Application is required)

All **new commercial** buildings must have the following approvals before a temporary or permanent certificate of occupancy can be issued:

- ☐ Engineering Department
- ☐ Community Services – Trash Enclosure
- ☐ Fire Department
- ☐ Building Inspections
- ☐ Parks – Landscape Inspection
- ☐ Health – if Restaurant (Submittal of a Health Permit Application is required)

Sec. 1.08 of the Allen Land Development Code - Certificates of Occupancy and Compliance

1. Certificates of Occupancy shall be required for any of the following:
   a. Occupancy and use of a building hereafter erected or structurally altered.
   b. Change in use of an existing building to a use of a different classification.
   c. Change in the occupancy and use of land to a use of a different classification.
   d. Change in any non-conforming use.
   e. Change in occupant or business within a building.

2. *No use or change of use done before issuance.* No such use or change of use shall take place until a Certificate of Occupancy has been issued by the Building Official.

3. *Fees adopted by resolution.* Fees for Certificates of Occupancy shall be adopted by resolution of the City Council, are included within this packet and available in printable form on our website, www.cityofallen.org.

4. *Procedure for new or altered structures.* Written application for a Certificate of Occupancy for a new or the alteration of an existing structure shall be made at the same time as the application for a Building Permit for such a structure. The Certificate of Occupancy shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the City exists following an inspection by the Building Official.

5. *Procedure for vacant land or a change in use.* Written application for a Certificate of Occupancy for the use of vacant land, a change in the use of land, or for change from a non-conforming use to a conforming use shall be made to the Building Official. The Certificate of Occupancy shall be issued only after the determination is made that no violation of this Code or any other regulation or ordinance of the City exists following an inspection by the Building Official.

6. *Contents.* Every Certificate of Occupancy shall contain the following:
   a. Permit number
   b. Address of the building or structure
   c. Name and address of the owner
   d. Description of the structure or portion of the structure for which the certificate is issued
   e. A statement that the structure or portion of the structure has been inspected for compliance with the requirement of the adopted building codes, group and division of occupancy
   f. The name of the Building Official
   g. Use or uses allowed
   h. Issue date of the certificate of occupancy

7. *Conditional Certificate of Occupancy.* If the Building Official finds that no substantial hazard will result from occupancy of any structure or portion thereof before the same is completed, a Conditional Certificate of Occupancy may be issued for a period not to exceed six (6) months, for the use of a portion or portions of the structure prior to completion of the entire building or structure. Such conditional Certificates of Occupancy shall not be construed as in any way altering the respective rights, duties, or other obligations of the owners/tenants relating to the use or occupancy of the premises or any other provision of this Code.

8. *Posting.* The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

9. *Revocation.* The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this Code whenever the Certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the structure or portion thereof is in violation of any ordinance or regulation or any provision of this Code or the Building Codes and other codes adopted by the City, and any amendments thereto. (Ord. No. 3125-11-12, § 10, 11-27-2012)

Certificate of Occupancy Application

Permit Number:_____

INCLUDE COPY OF SALES TAX CERTIFICATION AND FLOOR PLAN OF THE ENTIRE TENANT SPACE SHOWING THE AREAS TO BE OCCUPIED WITH EACH ROOM IDENTIFIED AS TO ITS USE INCLUDING SQ. FOOTAGE.

Site Information

Property Address:	**Suite #**	**Name of Business:**

Reason for CO:	**Business Use:**		
☐ New Building	☐ Retail	☐ Religious	Sq. ft.:
☐ Alteration/Remodel	☐ Restaurant	☐ Office	
☐ New Business in Existing Space	☐ Service	☐ Industrial	# Employees:
☐ Change of Ownership	☐ Wholesale	☐ Other	
☐ Change of Name			

Business Information:

Company Name:		DBA**:**
Contact Name:		Contact Email:
Mailing Address:		Office #:
City/State:	Zip:	Fax #:

Description of Business:

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

☐ **NO, the occupancy or business does NOT involve storage, sale or use of the any of the following.**

☐ Alcohol Sales (off-site consumption)	☐ High Piled Stock (over 12 feet in height)
☐ Alcohol Sales (on-site consumption)	☐ Welding or Cutting
☐ Firearms / Accessories Sales or Service	☐ Liquid Propane
☐ Explosives or Ammunition	☐ Compressed Gas
☐ Food Sales / Preparation / Products	☐ Flammable or Combustible Liquids (10 gallons or more)
☐ Outdoor Storage	☐ Poisonous / Hazardous Chemicals/Acids
☐ Smoking / Tobacco Sales	☐ Fireworks
☐ Vehicle Repair / Sales / Service	☐ Other Hazards (specify below):
☐ Vet Clinic / Animal Boarding	

Responsible Parties

Owner of Building:		Office #:	Cell #:
Address:	City/State:	Zip:	Email:
Property Owner:		Office #:	Cell #:
Address:	City/State:	Zip:	Email:

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF THIS CERTIFICATE OF OCCUPANCY AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).

RESPONSIBLE PARTY/TENANT NAME: _____ ***(Must be completed by Tenant/Business Owner NOT Contractor)***	**SIGNATURE:**	
CONTACT PHONE:	**DRIVERS LICENSE #/STATE:**	**DATE:**

FEE PAID:	R'CVD BY:	DATE**:**	
O.L.:	CONSTRUCTION TYPE:	ZONING:	IBC CLASS:

SUP ☐ Yes ☐ No

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