



Building Inspections, 6101 Frisco Square Blvd., 3rd Floor, Frisco, Texas 75034, Main (972) 292-5301, Must be submitted in person or by mail.

# CERTIFICATE OF OCCUPANCY APPLICATION

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

Business Name	Must match lease agreement	
D.B.A (if applicable)		
Property address (include suite no.)		
Nature of Business	Describe business use	
Applicant Name & Address		EMAIL: PHONE:
Business Owner Name & Address	Address other than business address	EMAIL: PHONE:
Property Owner Name & Address		EMAIL: PHONE:

**Renovations:**  Yes  No

If yes explain: \_\_\_\_\_

Business/property use:

- Retail  Wholesale  Manufacturing  Religious  Service  Distribution  Office  Warehouse  Medical  Other  
Reason for CO Request: Is this a **new business** , **a change of ownership?** , **or a name change?**

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

- Electrical provider is  CoServ or  Oncore
- Gas provider is  CoServ or  Atmos Energy

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

<b>TOTAL BUSINESS (Lease space) _____ SF</b>																																										
<b>Alcohol Sales:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes initial here after receipt of alcohol zoning ordinance information:</b> _____ Applicant is responsible for reading and following the alcohol zoning ordinance.																																										
Please select: <input type="checkbox"/> <b>YES</b> , if the occupancy / business involves storage, sale or use of the following: (Please check all applicable – below.)																																										
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- 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](mailto:health@friscotexas.gov).
- B. **SIGNS:** Please review the current Sign Ordinance at [www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx](http://www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx) for submittal and permit requirements. Only the business name as stated on the certificate of occupancy will be allowed on building signage.
- C. **Smoking is prohibited.** Please visit [www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx](http://www.friscotexas.gov/departments/planningDevelopment/Pages/MostRequestedOrdinances.aspx)
- 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

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

### REQUIRED DOCUMENTS - SUBMITTED IN PERSON OR BY MAIL

\*If applying for a Certificate of Occupancy in a multi-tenant building, a leasing plan including tenant names, uses, and lease space square footage shall be submitted with the Certificate of Occupancy application.

1. **Certificate of Occupancy application**
2. **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.
3. **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.
4. **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.
5. **Medical Checklist** – If this is a medical facility a medical checklist signed by the doctor is required.
6. **Health Permit Application** – If required must submit a health permit application and all required documents for health. Visit <https://friscotexas.gov/184/Food-Establishment-Requirements> for more information.

Additional documents may be required depending on building use. Verify required documents at 972.292.5301 commercial.

### REQUIRED INSPECTION(S)

#### Not a Food Establishment

1. Is your power and/ or gas turned on? If yes then skip to number 2. If not you will need an **Electrical Release** and/or **Gas Release** inspection by Building Inspections and service turned on before you can request any additional inspections. These inspections must be scheduled first via 972.292.5301 or at customer service.
2. **Courtesy CO** inspection is required and can be scheduled through the building division via 972.292.5301 or at customer service.
3. **Courtesy Fire** inspection is required and can be scheduled through the fire department via [www.friscotexas.gov/fireinspections](http://www.friscotexas.gov/fireinspections) .

Items 2 and 3 can be scheduled for the same day.

#### Food Establishment

1. Is your power and/ or gas turned on? If yes then skip to number 2. If not you will need an **Electrical Release** and/or **Gas Release** inspection by Building Inspections and service turned on before you can request any additional inspections. These inspections must be scheduled first via 972.292.5301 or at customer service.
2. **Health Final** inspection is required to be completed by our health division via 972.292.5304. This inspection must be completed before 3 and 4.
3. **Courtesy CO** inspection is required and can be scheduled through the building division via 972.292.5301 or at customer service.
4. **Courtesy Fire** inspections is required and can be scheduled through the fire department via [www.friscotexas.gov/fireinspections](http://www.friscotexas.gov/fireinspections).

Items 3 and 4 can be scheduled for the same day.

If any inspection fails (red tag/notice) you must contact that respective division for a reinspection after corrections have been completed.

**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.

**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.

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.