



COMMERCIAL CERTIFICATE OF OCCUPANCY REQUEST TO REOCCUPY AN EXISTING STRUCTURE

Property Address: _____ Suite: _____

Property Owner or Landlord: _____ Phone No: _____

Owner's Address: _____
(Address) (City, State, Zip)

Name of Business: _____ Telephone No. _____

Business Owner's or Manager's Name: _____

CIRCLE USES OF BUILDING (All that apply)

RETAIL CHURCH FOOD SERVICE INSTITUTIONAL MANUFACTURING OFFICE
 SCHOOL WAREHOUSE PERSONAL SERVICE NAME OF OTHER _____

Provide written description of business (What you do, products you handle, manufacture, store, sell etc.) _____

Reason for request: New tenant Change of name Change of owner Clean & Show

Total Area (sq. ft.) of premises _____ Office use (sq. ft.) _____ Warehouse use (sq. ft.) _____

- Submit a key plan of the building and a floor plan with actual suite layout, all rooms must be clearly labeled with room use and square footage of each room.
- Are you transferring electric utilities in to your company name? YES NO
 If so, circle which electric provider? Tri-County Oncor
- Does the property have gas (Atmos Energy)? YES NO
- Is the Proposed Use of Property The Same as Previous Use? YES NO
 If No, Submit a Parking Analysis of the Site.
- Will There Be Any Building or Site Alterations? YES NO
- Do you plan to install/alter the sign? YES NO
- Will there be outside storage/display of merchandise? YES NO If so, attach detailed site plan
- Will Business Generate Industrial Waste Discharge (Grease, Grit, Chemicals, etc.) to Sewer System?
 YES NO
- Will Business Store or Handle Hazardous Materials or Liquids as Defined by the International Fire Code?
 YES NO If yes, submit list, quantities and MSD sheets

Application is hereby made to occupy the premises as listed above according to the ordinances and codes of the City of Southlake. I understand it is a violation to occupy without a Certificate of Occupancy issued by the Building Official.

Signature of applicant: _____ Date: _____

Printed Name: _____ Phone: _____ E-mail: _____

Office Use Only

Zoning _____ Construction Type _____ Occupancy Group _____ Fire Sprinkled _____



City of Southlake Guidelines for Certificate of Occupancy

Reoccupy an Existing Structure

CO Inspection for Re-Occupancy requires Zoning Approval, Building Inspection and Fire Inspection before Utilities be released.

In cases where no utility release is needed (**i.e. executive suite**) then a Certificate of Occupancy is **not** required for tenant change unless

- 1. It is a medical office or medical related occupancy**
- 2. There is a change of occupancy classification as defined in Building and Fire Code.**

1. Application is made on the form provided and the inspection fee is paid after approval of Zoning, Building Occupancy and Fire at the time of permit issuance.
2. Submit a key plan of the building and a floor plan with actual suite layout, all rooms must be clearly labeled with room use and square footage of each room.
3. If the occupancy group as classified by the building code is different than the previous occupant then a plan review may be required prior to application approval.
4. The applicant shall have the address numbers posted; the entry door unlocked, and use Southlake On Demand to schedule inspections. To access Southlake On Demand visit the following link: <https://aca.accela.com/southlk/>. Inspections will be made within one working day by both Building and Fire departments. The deadline for inspection requests is 7:00AM.
5. The Building Inspector will verify the required parking surface is provided, any required landscaping is maintained and the building structural and mechanical systems are maintained according to the codes in effect when built or when the occupancy group was changed to its present occupancy. Also, anything found to be dangerous, unsanitary, or a fire hazard will be required to be brought up to the present codes.
6. The Fire Inspector will inspect all items regulated by the Fire Code and require appropriate corrections.
7. In the event the occupancy includes a food service or food handling operation, the applicant must also apply to the Tarrant County Health Department for a permit and inspections. Contact Duane Barritt at 817-321-4960 or drbarritt@tarrantcounty.com
8. Accessibility for disabled persons may be required by state and or federal laws and is solely the responsibility of the owner and/or occupant of the premises. The building inspector will only enforce items required by the building code.
9. Upon approval of all the required inspections the Certificate of Occupancy will be issued and the utility companies notified to provide service upon the applicant's request.
10. For questions call either the Fire Department at 817-748-8233 or Building Inspections at 817-748-8236 or 8237

BUILDING INSPECTIONS 1400 Main St., Ste. 250, Southlake, TX 76092
Phone 817-748-8237 or 8236 Fax 817-748-8241 www.cityofsouthlake.com

Use Southlake On Demand to track permit applications and schedule inspections: <https://aca.accela.com/southlk/>

Note: When searching for permits first enter the entire street number, followed by the first three letters of the street name



Southlake Business Emergency Contact Information



By providing this information, you help us to be of better service to you.
Thank you for your time and efforts.

BUSINESS INFORMATION

NAME:

ADDRESS:

PHONE NUMBER:

EMAIL:

MANAGER / CONTACT LAST NAME:

MANAGER / CONTACT FIRST NAME:

HOURS OF OPERATION:

EMERGENCY CONTACT INFORMATION

1) LAST NAME:

FIRST NAME:

PRIMARY CONTACT NUMBER:

SECONDARY CONTACT NUMBER:

2) LAST NAME:

FIRST NAME:

PRIMARY CONTACT NUMBER:

SECONDARY CONTACT NUMBER:

3) LAST NAME:

FIRST NAME:

PRIMARY CONTACT NUMBER:

SECONDARY CONTACT NUMBER:

ALARM SYSTEM INFORMATION (PLEASE CHECK ALL THAT APPLY)

- Alarm System Alarm Company Name: _____
- Burglar Alarm Fire Hold Up Alarm

CITY EVENTS & INITIATIVES

We may contact you about upcoming training, events, and City information. What is your preferred contact method:

- Email Phone Mail

The information you provide on this form is used for public safety purposes only.
In the event of an incident or after-hours emergency, the Police and/or Fire departments can make timely contact with a representative from your business.

Please return this form to the Southlake Police Department Community Initiatives Unit:

CONTACT: VALERIE SNYDER, COMMUNITY INITIATIVES COORD.
EMAIL: VSNYDER@CITYOFSOUTHLAKE.COM

CONTACT PHONE: 817-748-8173
FAX: 817-748-8374