



Permit # _____

City of University Park

CERTIFICATE OF OCCUPANCY APPLICATION

OFFICE PHONE – 214/987-5411 • BUILDING INSPECTION REQUEST – 866-457-5279

• FIRE INSPECTION REQUEST – 214/987-5380 •

A FLOOR PLAN OF THE SPACE TO BE OCCUPIED MUST ACCOMPANY THIS APPLICATION

Address: _____

Type of C.O.

- Change of Ownership
 Change of Occupant
 Change of Name
 Clean and Show
(Certificate of Occupancy will cover only uses specified. Be specific.)

Business Name _____ Phone # _____

Previous Business _____

Billing Name If Different From Above _____

Applicant's Name (Please print) _____ Phone # _____

Building's Owner/ Landlord's Name _____ Phone # _____

Gas Required: **Yes / No**

Electric Required: **Yes / No**

Fire Sprinkled: **Yes / No**

Fire Alarm: **Yes / No**

RPZ Installation: **Yes / No**

Square Footage of space _____ Use of Space _____

24 Hour Emergency Phone Number _____

Email address _____

Move in date: _____

Check only the items you store, sell or use in your occupancy or business. If none apply, circle NO.

NO

- ____ Alcoholic beverages
- ____ Food Products
- ____ Food and/or beverage processing, storage or sales.
- ____ Flammable or combustible liquids (10 gal. or more only) **
- ____ Poisonous or hazardous Chemicals/acids **
- ____ Compressed gases **
- ____ Painting with flammables **
- ____ Vehicle repair or Garage
- ____ Recycling waste
- ____ Cellulose nitrate film **
- ____ Bales of loose combustible fibers
- ____ Dry Cleaning (flammable solvents)**
- ____ Woodworking
- ____ Dust producing process
- ____ Welding or cutting
- ____ Explosives or ammunition **
- ____ Fireworks **
- ____ Liquid propane gas **
- ____ Magnesium
- ____ High Piled Stock
- ____ Other hazards (specify)

For any storage over 12 ft. in height, write the number of sq. ft. you have.

**Provide Chemical Data Sheets to the Fire Marshall listing the maximum quantity of all hazardous material.

(See House Bill 1112)

Application Approval and Routing

Zoning _____ Use _____ Parking 1 Space/100SF _____ Parking 1 Space/200SF _____ Parking 1 Space/300SF _____

Planning Approval _____ Date _____

Special Notes: _____

Building Official Approval _____ Const Type _____ Occup Group _____ Occup Load _____ Fire Zone _____
Date Paid _____ AMEX VISA M/C DISCOVER Cash Ck # _____

Planning Official

- () Parking
- () Signage
- () Use
- () Zoning

Building Official

- () Construction Type
- () Occupancy Class
- () Occupancy Load
- () # of Units

Inspections

- () Building Final
- () Fire Final

*C.O. will not be issued Prior to Fire Marshal / Fire Final Inspection