

Certificate of Occupancy Application

Mailing Address: City of Hutchins
PO Box 500
Hutchins, Texas 75141
Phone: (972) 225-6121



Project Information	\$100.00 Commerical \$50.00 Residential	Office Square Footage: _____ Shop/Warehouse Square Footage: _____
Name/Description: _____		
Project Address: _____		Subdivision: _____
Lot: _____	Block: _____	Type of Construction: _____
INTENDED USE OF SPACE: _____ _____ _____		

Tenant Information		
Company Name: _____	Contact Person: _____	
Address/City/State/Zip: _____		
Phone Number: _____	Email: _____	Mobile Number: _____

Property Owner		
Name: _____	Contact Person: _____	
Address/City/State/Zip: _____		
Phone Number: _____	Email: _____	Mobile Number: _____

**All Certificate of Occupancy permits require inspection and approval from the following departments:
Building Official, Fire Department & Public Works Department.**

CHECK TYPE OF C.O. APPLICATION:

____ New Owner/New Business ____ Expanding Lease Space ____ Clean and show (to lease or sell)
____ New Owner/Existing Business ____ Additional Uses/ Existing Bus. ____ Other (Identify) _____

CHECK ALL FEATURES OF THE BUILDING AND/OR THE PROPERTY:

____ Septic System ____ Above or Underground Tank(s) ____ Fire Sprinkler System ____ Water Well
____ Grease/Sand Trap

CHECK "ALL" ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES:

____ Auto Related Business	____ Alcoholic Beverage Sales	____ Tire Storage	____ Oil Change/Lube
____ Incineration	____ Office	____ Grocery or C-Store	____ Tire Sales/Install
____ Petroleum	____ Personal Services	____ Restaurant	____ Mill/Woodworking
____ Auto Body Repair	____ Welding	____ Auto Painting	____ Food Products
____ Items higher than 12'	____ Brake/Muffler Repair	____ Coating	____ Outside Storage
____ Child Care Storage	____ Flammable Liquid	____ Vehicle Wash	____ Engine Repair
____ State Inspection	____ Dance Floor	____ Auto Parts (new/used)	____ Auto Sales
____ Vehicle Parking	____ Retail Sales	____ Chemicals (type) _____	
____ Warehouse (type) _____		____ Manufacturing (type) _____	

- 1. Plan Submittal: (min. 8 1/2" x 11", max 11" and 14")
 - A. Site Plan: showing all setbacks, streets, and access to buildings
 - B. Drawing of the layout (walls, doors, windows, etc.)
 - C. Location of electric panel/ disconnects
 - D. Location of water cut-off valve
 - E. Location of mechanical units/ water heater
 - F. Any other pertinent information
- 2. REVIEW APPROVALS ARE REQUIRED PRIOR TO ISSUANCE:
 - A. The zoning is verified to determine if the proposed use is allowed and a site inspection is conducted for compliance with zoning regulations such as required parking, landscaping, screening, etc.
 - B. An inspection of the structure for compliance with the Building, Electrical, Plumbing, Mechanical, and Fire code
 - C. A Health Inspection is required by Dallas County Health for all food related applicatons.
- 3. When all of the inspections (Building, Zoning, Fire, and Health) are approved, a Certificate of Occupancy will be issued, this will allow occupation of applicant.

OPERATING A BUSINESS WITHOUT A CERTIFICATE OF OCCUPANCY POSTED ON SITE IS A VIOLATION OF CITY ORDINANCE

I certify that all information contained herein is true and correct to the best of my knowledge and I understand that failure to make full disclosure may result in revocation of the Certificate of Occupancy.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Zoning District: _____ Use Classification: _____ Occupant Load: _____

Construction Type: _____ Fire Sprinkler Yes ☐ No ☐ Approved ☐ Denied ☐

Notes: _____

Building Official: _____ Date: _____

Fire Department: _____ Date: _____

Public Works: _____ Date: _____

CO Issued: _____