



CITY OF DECATUR, TEXAS

1601 S. State Street Decatur, TX 76234
Phone 940-393-0250 Inspections Line 940-393-0259 * email: development@decaturtx.org

Certificate of Occupancy Application

Permit #: _____
Permit Fee: \$ _____
Review Fee: \$ _____
Received By: _____

SUBMIT TWO (2) COPIES OF DIMENSIONED FLOOR PLANS WITH ROOM SIZES – CLEARLY MARKING EXITS AND SITE PLAN OF PROPERTY OVERLAID ON RECORDED PLAT (C-1A Zoned Properties Only Excluded from Site Plan On Plat)
THIS APPLICATION IS TO ALLOW OCCUPANCY TO A SPECIFIED SPACE IN ORDER TO CONDUCT BUSINESS.
ANY ALTERATIONS WILL REQUIRE A SEPARATE PERMIT TO BE SUBMITTED IN CONJUNCTION WITH THIS APPLICATION
**** A CO TO SHOW IS STRICTLY FOR THE RELEASE OF UTILITIES NOT INTENDED FOR OCCUPANCY**
INCOMPLETE APPLICATION AND/OR SUBMITTAL WILL DELAY THE REVIEW PROCESS.

REASON FOR CERTIFICATE OF OCCUPANCY:

<input type="checkbox"/> New Business	<input type="checkbox"/> New Business Owner	<input type="checkbox"/> To be done at Final Inspection
<input type="checkbox"/> Business Name Change	<input type="checkbox"/> Temporary/Seasonal	<input type="checkbox"/> CO To Show * (Permitted over the counter NO PLANS REQUIRED)

BUSINESS INFORMATION:

Sales Tax ID: _____ Business Phone #: _____
Business Address: _____ Suite #: _____
Name of Business as it is to appear on CO: _____
Type of Business: _____ Nature of Business: _____
Total Sq. Ft.: _____ Dining Sq. Ft. (if applicable): _____ # of Parking Spaces Provided: _____
Flood Zone: _____ Zoning: _____ Construction Type: _____ # of Stories: _____

GENERAL INFORMATION

FOOD ESTABLISHMENT: Yes No **FIRE SPRINKLERS:** Yes No **ALCOHOL SALES:** Yes No

Does your occupancy or business involve storage, sale, or use of the following items?

Flammable or combustible liquids (10 gal. or more)	<input type="checkbox"/> yes <input type="checkbox"/> no	High piled storage of combustible items	<input type="checkbox"/> yes <input type="checkbox"/> no
Dust producing equipment or materials	<input type="checkbox"/> yes <input type="checkbox"/> no	Compressed gases	<input type="checkbox"/> yes <input type="checkbox"/> no
Explosives or ammunition	<input type="checkbox"/> yes <input type="checkbox"/> no	Fireworks	<input type="checkbox"/> yes <input type="checkbox"/> no
Magnesium	<input type="checkbox"/> yes <input type="checkbox"/> no	Paint/flammable material	<input type="checkbox"/> yes <input type="checkbox"/> no
Poisonous or hazardous chemicals or acids	<input type="checkbox"/> yes <input type="checkbox"/> no	Liquid Petroleum gas	<input type="checkbox"/> yes <input type="checkbox"/> no

APPLICANT INFORMATION Applicant Property Owner Business Owner Other:

Applicant Name: _____ Phone Number: _____
Address: _____ **Email Address:** _____
City: _____ State: _____ Zip: _____ Cell Phone #: _____

TENANT / BUSINESS OWNER INFORMATION:

Tenant / Business Owner Name: _____ Phone #: _____
Address: _____ **Email Address:** _____
City: _____ State: _____ Zip: _____ Cell Phone #: _____

PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Phone #: _____
Address: _____ **Email Address:** _____
City: _____ State: _____ Zip: _____ Cell Phone #: _____

Applicant's Name (Please Print) **Applicant's Signature** **Date**



CERTIFICATE OF OCCUPANCY GUIDELINES

Decatur Fire Department Requirements for Certificate of Occupancy Inspection

**ALL FIRE INSPECTION REQUESTS MUST BE MADE THROUGH
FIRE ADMINISTRATION 48 HOURS IN ADVANCE**

CALL 940-627-3199 MONDAY – FRIDAY, 8:00am – 5:00pm

1. Fire Extinguishers (2A: 10B: C minimum size) shall be provided with a maximum 75-foot travel distance to an extinguisher from any point in the space and kept accessible. Extinguisher locations shall be identified with signs.
2. Address shall be posted in a position to be plainly visible from the fronting street in minimum six-inch (6") numbers on contrasting background. Address shall also be posted on outside of rear door(s) and on electrical meter bases and AC unit disconnects.
3. Provide a key to the suite/building to be put in the Knox box (if one is already installed on the building) for emergency access. If not installed, one must be. Go to www.knoxbox.com for ordering , minimum 3200 series.
4. Exit lights are required to clearly indicate the direction of egress travel in accordance with the International Building Code.
5. Emergency lighting is required to illuminate the means of egress at an intensity of not less than one foot-candle at the floor level.
6. There can be no locking or latching devices on doors with panic hardware.
7. Electrical panels shall be completely labeled with breaker schedules.
8. Fire Lanes & Striping must be clearly marked or installed if required.
9. Fire Prevention CO Inspections are conducted when a business is ready to **OPEN**. The provided items are only a small portion of item's inspected but are the most common.