



CITY OF TERRELL
P.O. Box 310~201 E. Nash
Terrell, TX 75160
Ph (972) 551-6606 / Fax - (972) 551-6677

Permit # _____

CERTIFICATE OF OCCUPANCY APPLICATION

(Application needs to be Completely Filled out otherwise it will not be accepted and returned to applicant.)

Business Name: _____ **Business Phone:** _____
(Doing business as)

Business Address: _____

New Business **Ownership Change** **Business Name Change** **CO to show**

Proposed Use: _____

Remodel: *Yes* () *No* () **Description:** _____
(if Yes: **Inquire if the Type of Remodel will require a Building Permit**)

State Sales Tax I.D. Number (11 Digits): _____
(we will verify using: <https://mycpa.cpa.state.tx.us/staxpayersearch/searchPage.do>)

Obtain Certificate by: () *Mail* () *Pick up*

Business Owner Information:

Name: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____

Property Owner / Representative Information:

Name: _____ **Phone:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____

****Square footage of building:***

(Note: This form is subject to Open Records Requests)

City of Terrell Zoning Ordinance 11.4 Certificate of Occupancy:

It shall be unlawful to occupy or allow the public to occupy a commercial structure without **FIRST** obtaining a **valid Certificate of Occupancy**. A violation of this provision is a **Misdemeanor** which brings a fine of up to **\$2,000.00 per day for every day said persons are found to be in violation**. The following process shall be adhered to without fail or exceptions. No single part will constitute approval of this CO. All items below have to be passed before the CO will be awarded, the **inspections** must be called in and scheduled. It is your responsibility to secure the inspection dates and times with the COT. The Inspection Hotline number is 972-551-6654.

Please read and Initial after each.

1. **Review Process:** Once you Submit your application, It can take up to 14 Business days for the Review Process. Once Review is Completed **We** will contact you either via phone or e-mail. At this point refer to #2-6. _____
2. **Meter release:** Only allows temporary power to said structure to allow the facility to be prepped, remodeled and inspected for CO approval. Electrical service will not be energized until you pass this step. No Merchandise shall be installed in the building at this time. _____
3. **Fire Inspection:** All life safety items must be in place, up to code, and operational before the facility will pass. Merchandise and shelving shall be installed after the Fire Inspector has passed the Inspection. _____
4. **Building Inspection:** All Electrical, Plumbing, Mechanical and structural items shall be in place and up to code before the facility will pass. _____
5. **Issuance of Certificate of Occupancy:** Once you receive your CO and display it for public view, you are now ready to open your business to the public.
6. **Ribbon Cutting with Chamber:** Please make sure you have a **VALID CO** **prior to arranging your Grand opening.** _____

I, _____, hereby acknowledge
(please clearly PRINT and SIGN your name)

that the
information in this application is true and correct, I also understand and have read the process for
obtaining the required Certificate of Occupancy.

DEPARTMENT USE ONLY

Zoning: _____ Zoning Checked By: _____ Date Paid \$275.00 _____