



CERTIFICATE OF OCCUPANCY APPLICATION

Form revised 1/31/2019

APPLICATION TYPE (check any that apply)

- New Construction New Tenant Change of Use
 Existing Building Other (change of ownership, address, name, etc.): _____

BUSINESS/OCCUPANCY INFORMATION

Physical Address: _____ Suite #: _____
Subdivision: _____ Lot: _____ Block: _____

Business Name: _____
Mailing Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

Occupancy Sq. Ft.: _____ Zoning: _____
Hours of Operation (typical): _____ Number of Employees (FTE): _____
Type of Business/Usage: _____

*Email application to Lora Hutchings: lhutchings@town.northlake.tx.us.

* Separate permits will be required for any of the following (food service, alcoholic beverage sells, public swimming pool or spa, new signage). Please contact Town staff for more information.

* Occupancy of any building is prohibited until the building has been inspected and Certificate of Occupancy has been issued.

TENANT INFORMATION

Business Owner/Manager: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

Signature: _____ Date: _____

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____
Address: _____ City/State/ZIP: _____
Phone: _____ Fax: _____
Email: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ Building Official approval date: _____
Employee: _____ Fire Marshal approval date: _____
CO #: _____ Public Works approval date (if applicable): _____
Health Inspector approval date (if applicable): _____

CO issued: _____ By: _____ Position: _____