



## CERTIFICATE OF OCCUPANCY PERMIT APPLICATION

(Incomplete applications will not be processed.)  
(Application must be legible.)  
(This application is for CO's with no work being done.)

APPLICATION DATE \_\_\_\_\_

PERMIT ID

BUILDING ADDRESS \_\_\_\_\_ SUITE # \_\_\_\_\_

<u>Property Owner Information</u>	<u>Tenant Information</u>
Property Owner:	Tenant Name:
Company Name:	Home Address:
Address of Owner:	Home Phone:
Phone Number:	Business Name:
	Business Phone:

**Please check one or both of the following:**

- \_\_\_ Occupant Change (tenant change)  
\_\_\_ Occupancy Change (type of business change)

Is any type of food or drink being served to the public? \_\_\_\_\_.

Will you or your business be selling alcoholic beverages?  **Yes** (  On-premises consumption or  Off-premises consumption only) or  **No**

\_\_\_\_\_ If you checked "Yes" above, please initial to indicate that you understand and agree to the following: I understand that acceptance of this application form and/or approval of the permit for which I am applying does not constitute permission to sell alcoholic beverages. I further understand that I must make application to the Town Secretary's Office of the Town of Flower Mound for permission to sell alcoholic beverages and that I must be granted this permission by the Texas Alcoholic Beverage Commission (TABC) before I or my business can commence the sale of alcoholic beverages. Please contact the Town Secretary's Office at 972.874.6070 or [townsecretary@flower-mound.com](mailto:townsecretary@flower-mound.com) or see the TABC web site at <http://www.tabc.state.tx.us/> for more information.

Is any work other than painting, carpet, or cleaning going to be performed? \_\_\_\_\_  
If "YES," please explain: \_\_\_\_\_

Is this space currently occupied? \_\_\_\_\_ If "YES," is this a change in ownership? \_\_\_\_\_

Are the utilities on? \_\_\_\_\_ If "NO," an electrical and/or plumbing permit must be issued, finalized, and the utilities must be on before calling any inspections for CO final.

Please supply a brief explanation of the business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated opening date for new business: \_\_\_\_\_

Total square footage of space: \_\_\_\_\_

Does the building have a fire suppression system? \_\_\_\_\_

Anticipated occupant load? \_\_\_\_\_

Property zoning? \_\_\_\_\_

Is there a Special Use Permit (SUP) issued for this property? \_\_\_\_\_

**NOTE: During the review process, additional documentation may be required.**

**Use and Occupancy.** No building or structure shall be used or occupied by persons or possessions, and no change in the existing occupancy classification or change in tenant or ownership of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any Federal, State, or local law regulating zoning or use of this property.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Affiliation with Business

**This section for office use only**

Total Square Footage \_\_\_\_\_ Code Edition \_\_\_\_\_

Automatic Fire Sprinkler Installed \_\_\_\_\_ Building Construction Type \_\_\_\_\_

Occupancy Classification \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Permit Total \_\_\_\_\_ InVision Code \_\_\_\_\_



**Town of Flower Mound  
Building Inspections Division**

Main Line (972)874-6355 ~ Fax (972)874-6474

Things you will need to know to obtain your “Certificate of Occupancy with no work being done”:

- Upon approval of your application, you will receive a call informing you that your permit is ready to be picked up. The fee for the permit is \$100.00 payable by check, cash, Visa, or MasterCard. Upon payment, you will receive a permit packet in a large plastic bag. The contents of the bag will include a yellow permit, a blue “CO” card, and documentation for the inspector. This packet (with all of its contents) should be taped to the front window of the space to be occupied.
- Once you have posted your permit on site, you will need to call in your inspections. Someone must be present for all inspections, or the space must be accessible (unlocked).
- There are three possible inspections.
  - Building Inspection (**required for all CO’s**) – You will call an automated inspection line to schedule your inspection (all instructions will be on the back of your yellow permit). Your inspection will be scheduled for any time between 8:30am and 3:30pm the next business day (unless you call before 7:30 am; in this case, it will be scheduled for that same business day). If you would like to know more specifically what time the inspector will be arriving, you can call the office (972-874-6355) the day of your inspection before 8:30am and speak to the inspector who will be performing your inspection. They will give you an approximate time of inspection. If you have any concerns or are not able to contact the inspector directly, please contact your Plans Examiner at 972-874-6366.
  - Fire Inspection (**required for all CO’s**) – You will call the Fire Department directly to schedule your inspection (the phone number will be provided on the back of your yellow permit). The person you speak to will tell you when your inspection will be performed.
  - Environmental Health Inspection (**food establishments, public pools, etc.**) - You will call the Environmental Health Services (EHS) Department directly to schedule your inspection (the phone number will be provided on the back of your yellow permit). The person you speak to will tell you when your inspection will be performed. **If this inspection is not required, it will not be listed on the back of the yellow permit.**
- You will know you have received an approved inspection when you see a signature on the blue “CO” card next to the department name, or you have an “Approved” final inspection tag from Building Inspections in the packet and the blue card has been removed. If there are items that need to be addressed, a correction list will be placed in the packet by each inspector. Once corrected, a re-inspection must be called. **Please note: You may call in your inspections in any order, but the Building Inspector will be the last one to sign the blue card.** If there are no building issues, but all signatures are not on the card, your Building Inspector will disapprove your inspection with the following comment: “Need all signatures on blue card.” You will then re-call your Building Inspection when you have obtained all other signatures. Once all signatures have been obtained, your Building Inspector will bring the blue card back to the office for processing. Once you have received an approved inspection from both Fire and Building Inspections, and in certain situations, EHS, you are free to occupy the space. Please post the approved building inspections tag until you receive your CO card in the mail. You will receive your official laminated Certificate of Occupancy in the mail within two weeks.