



# Certificate of Occupancy Application

City of DeSoto  
211 E Pleasant Run Rd  
DeSoto, TX 75115  
(972) 230-9610

### Project Information:

Name/Description: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Project Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

Intended Use of Space: \_\_\_\_\_

### Property Owner:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Tenant Information:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**All Certificate of Occupancy permits require inspection and approval from the following departments:  
Development Services (Building Official, Planning), Fire Department & Health Department.**

### CHECK TYPE OF C.O. APPLICATION:

New Owner/ New Business     Expanding Lease Space     Clean & Show (to lease or sale)  
 New Owner / Existing Business     Additional Uses / Existing Business     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/Installation     Petroleum     Personal Services  
 Restaurant     Mill or Woodworking     Auto Body Repair     Welding     Auto Painting  
 Food Products     Items higher than 12'     Brakes/muffler repair     Coating     Outside Storage  
 Child Care Center     Flammable liquid     Vehicle Wash     Engine Repair     Church  
 Dance Floor     Auto Parts(new/used)     Auto Sales(new/used)     Vehicle Parking     Retail Sales  
 Chemicals (identify type) \_\_\_\_\_  
 Warehouse (identify type) \_\_\_\_\_  
 Other \_\_\_\_\_

1. Plan Submittal: (PDF format)
  - a. Site Plan: showing all setbacks, streets, parking and access to building
  - b. Drawing of the layout (square foot of rooms, 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 Health for all food related applications
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.*

\_\_\_\_\_

*Printed Name**Signature**Date*

**OFFICE USE ONLY:**

**Zoning District:** \_\_\_\_\_ **Use Classification:** \_\_\_\_\_

**Parking Required:** \_\_\_\_\_ **Parking Available:** \_\_\_\_\_

**APPROVED**                       **DENIED**

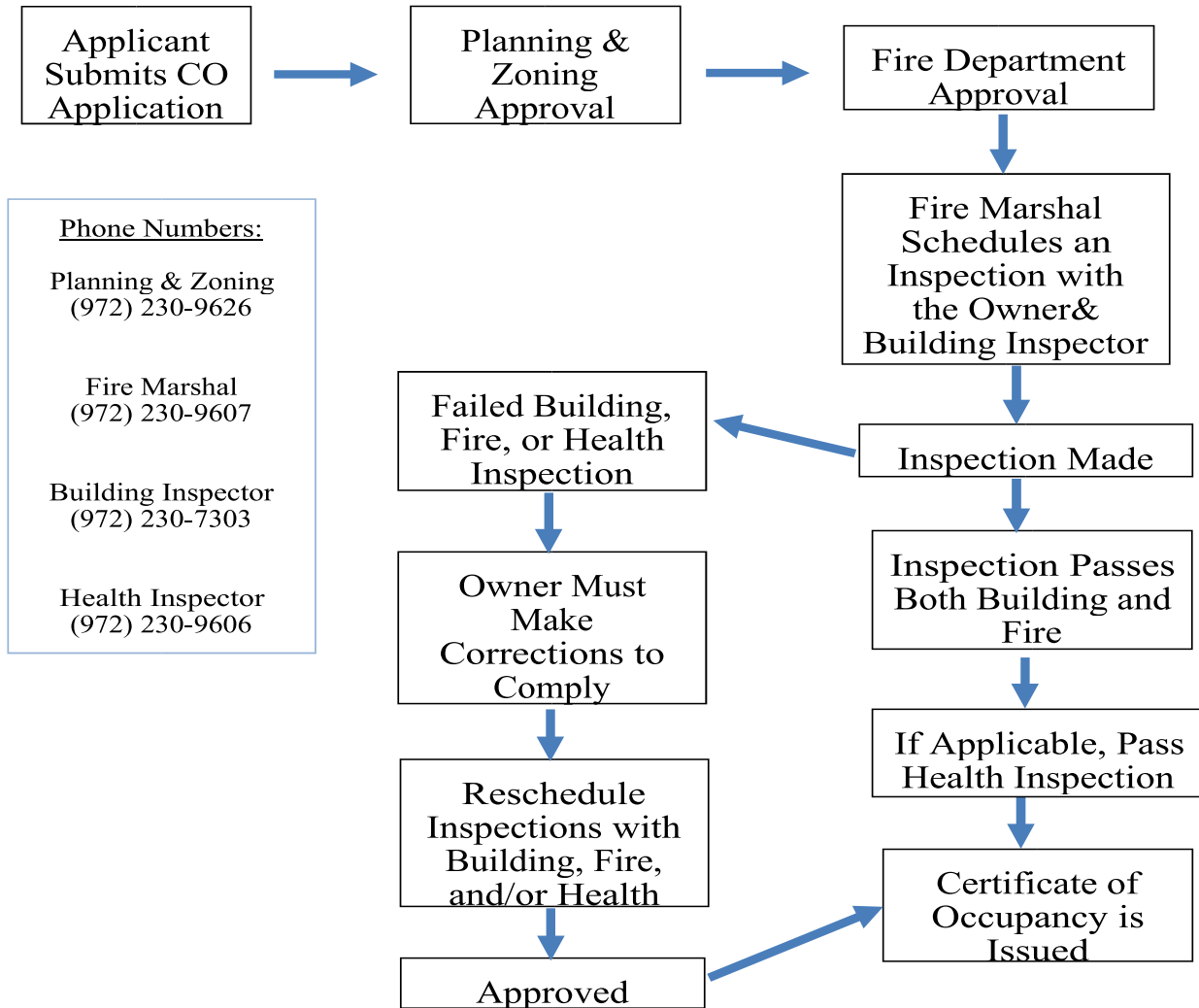
**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

<b>Planning:</b> _____	<b>Date:</b> _____
<b>Fire Marshall:</b> _____	<b>Date:</b> _____
<b>Building:</b> _____	<b>Date:</b> _____
<b>Health:</b> _____	<b>Date:</b> _____

## Certificate of Occupancy Process (C O.)



**\*\*Note: C/O Process is a Minimum of 7 - 10 Business Days \*\***

211 East Pleasant Run Road • DeSoto, Texas 75115-3939 Phone (972) 230-9610

• Fax (972) 230-5794 Check the status by going to

[www.portal.iworg.net/DESOTOTX/permits/600](http://www.portal.iworg.net/DESOTOTX/permits/600)

