

CITY OF CLEBURNE
APPLICATION FOR
CERTIFICATE OF OCCUPANCY

Date of Application: _____ Fee: \$57.50 Date Paid _____

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

Mailing Address (if different): _____

Phone #: _____ Emergency Phone #: _____

Owner: _____
 (Name) (Address) (Phone)

Manager: _____
 (Name) (Address) (Phone)

Proposed Use of Building: _____

The entire building must be in full compliance of all City Codes before the C/O is issued. I agree that no change is to be made in any building, or in the use of the building or premises which is inconsistent with this Certificate of Occupancy. Please contact the following Inspectors to request an inspection time for your building. **When all signatures are received, this yellow form must be returned to the Building Inspection Dept. in order to obtain your Certificate of Occupancy (C/O).**

I understand that NO OCCUPANCY WILL BE ALLOWED PRIOR TO ISSUANCE OF THE C/O.

Applicant's _____ Signature: _____
 Name Printed

The above described building having been duly inspected and found to comply with all provisions of the Water, Sanitation, Zoning, Building, Fire and Health Ordinances is hereby released for occupancy.

Officials: _____ Date of Inspection _____

Water / Sewer (817)645-0946 _____

Sanitation (817)-641-2236 _____

Health Inspector (817)645-0958 _____ Permit Required _____

*P&Z Coordinator (817)645-0943 _____ Zoning _____ Platted _____
 Yes or No*

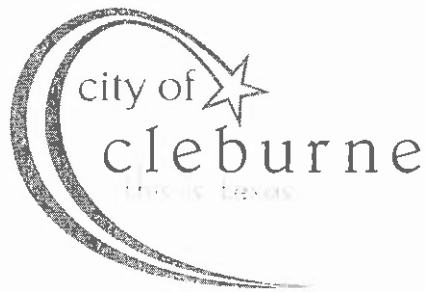
Engineering (817)645-0931 _____ City Engineer _____ Acres: _____

Fire Marshal (817)556-8821 or 645-0968 _____ Environmental Coordinator _____

Building Inspector (817) 556-8810 _____ Electrical Release _____

Revised 4/13.11

Please read instructions on back.



INSTRUCTIONS FOR CERTIFICATE OF OCCUPANCY

1. The **Applicant** (tenants / occupants) must **first** setup an account with their electrical provider, **before** the electrical inspection is checked by the **Building Inspector**.
2. Applicant must complete a Certificate of Occupancy (C/O) application at the Building Inspection Department, City Hall, 10 N. Robinson St. The applicant will be notified when the application signature form is ready to be picked up. The C/O application must be retained at the business location, and be available for all Inspectors to sign.
3. Applicant must contact the **Building Inspection** hotline at **817-556-8810** to request a C/O Inspection. Leave your **business name, address, and a contact name & number**. Arrangements must be made for you or a designated representative to meet the Inspector at your place of business, in order for the Certificate of Occupancy to be signed.
4. Applicant must visit the **Water Utilities Dept.** at 418 W. Henderson (Municipal Services) to set up water and sanitation (dumpster) accounts.
5. Applicant must contact **Cindy Berger, Water Supt. office (817)645-0946** to schedule a water utilities inspection and receive an approved signature on the water utility line on the front of the form.
6. Applicant must contact **Rodney Collins, Sanitation Dept. at 817-641-2236**, to schedule an inspection for the placement of the dumpster and receive an approved signature on the sanitation line on the front of the form.
7. Applicant must contact the **Fire Marshall** office at **817-645-0968** to schedule an inspection by the Fire Marshall of your facility/ building, and receive an approved signature on the front of the form.
8. Applicant must contact the **Health Inspector** at **817-645-0958** to verify if a Health Permit is required for your type of business (ie. Food establishments, grocery /convenience stores, daycares, hotel/ motel, nursing homes, fitness centers, etc.) A Health permit must be obtained at 114 W.Wardville, prior to requesting a Health inspection and receiving a signature on the C/O application. **The Applicant may disregard this step if the business does not prepare or sell food (including packaged) or have a public swimming pool or spa.**
9. For new construction or an expansion to an existing building, applicant must contact the **City Engineer** at **(817)645-0931** to request a site evaluation and obtain his signature.
10. Once **ALL** signatures have been received on the application, please bring the Certificate of Occupancy application to the Inspections Department (10 N. Robinson) and the actual Certificate of Occupancy will be issued. The C/O must be posted on a wall within your business in public view.
11. **If the ownership of the business or type of business should change, a new C/O will be required.**