



Willow Park

PLANNING AND DEVELOPMENT
120 El Chico Trail, Ste. A, Willow Park, TX 76087

Certificate of Occupancy – New Tenant

Please PRINT all information as it will appear on the permanent Certificate of Occupancy, which will need to be posted at the place of business. If you are making any changes, remodeling or upgrades you will need to discuss with the Building Official to determine if permits will be required. Check one of the options below.

☐ **New Owner of Existing Business**

- New Owner of Building
- No modifications other than paint or carpet etc.
- No new signage

☐ **New Business Existing Leased Space**

- Same type of Business (example: office to office)
- Using existing square footage of previous business
- New signage is being installed (sign permit required)
- No modifications other than paint/carpet etc.

Is this business required by the State of Texas to have a Certificate of Occupancy for the issuance of your State License? ☐ Yes ☐ No

Building Total Square Footage

Business Lease: Square Footage

Street Address of Business

Today's Date

Type of Previous Business

Name of Previous Business

Type of Proposed Business

Name of Proposed Business

Name of Building Owner: _____ **Building Owner Phone:** _____

Mailing Address of Building Owner _____

Name of Tenant: _____ **Tenant Phone:** _____

Tenant Email: _____ **Anticipated Move in Date:** _____

Now that you have completed the fields above, we will discuss the work being done on your new space and safety requirements. **Please contact both our Building Official and Fire Marshal for discussion and schedule a walk-through inspection.** After inspections, our staff will determine if a new Certificate of Occupancy is required. **If a new Certificate of Occupancy is required, the permit fee is \$150.**

Building Official | permits@willowpark.org | 817.441.4108 x 103

Fire Marshal | wpfmo@willowpark.org | 817.441.4108 x 221

Our Communications and Marketing Director will reach out to you soon for a friendly Willow Park welcome and enlighten you on all the perks Willow Park has to offer our new businesses.

Lastly, welcome to Willow Park! Please email this form to permits@willowpark.org for submittal.
