



City of Princeton
2000 E. Princeton Drive Princeton, TX 75407
214-960-5653
development-info@princetontx.us

Business License/Certificate of Occupancy Application

Instructions for Completing Application

1. Check the appropriate box indicating the type of business.
2. Enter the information for the business and the business owner.
3. Enter the Tax ID number for the business.
4. If the property owner is different from the applicant, obtain the property owner's signature where the business will be conducted.
5. Present the application form to the Development Services Department so they can verify that there are no code violations and that business is permitted where proposed.
6. Submit (2) sets of building plans (8 ½" x 11") & (1) PDF copy for new construction or (2) floor plans for change of occupancy.
7. Contact the Building Official to arrange a building inspection & a grease trap inspection, if necessary.
8. Contact the Fire Marshal to arrange a fire safety inspection.
9. Contact the Development Services Department to arrange a food safety inspection, if necessary.
10. Sign and date the application.
11. Submit the completed application to the Development Services Department for final processing.
12. Pay the required fees and receive a receipt. At this time, a Business License or Certificate of Occupancy will be issued.
13. Post the business registration in a conspicuous location at the place of business.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

- Craig Fisher, Director of Development Services cmfisher@princetontx.us
- Becky Inge, Senior Permit Technician binge@princetontx.us
- Ismael "Izzy" Rivera Jr., Building Official irivera@princetontx.us
- Corinna Bragg, Permit Technician cbragg@princetontx.us

[All requests are submitted online via the Citizen Self-Service \(CSS\) Portal \(Link\).](#)



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☐ Business within City commercial or industrial zoning district

☐ Residential home occupation

Name of Applicant: _____
Business Name: _____ Business Owner's Name: _____
Business Physical Address: _____
Business Mailing Address: _____
Phone Number: _____ Cell Phone Number: _____ Email: _____
Fax Number: _____
Tax ID Number: _____ Business Product or Activity: _____
Property Owner Name: _____
Property Owner Mailing Address (If different than applicant): _____

Alcohol Sales on or off premises: ☐ Yes ☐ No (If yes, copy of Alcohol Beverage Permit required.)

Code Compliance and Zoning Approval. Call Development Services at 214-960-5653.

Zoning District: _____ (The business is a permitted use or approved conditional use in this location.)

Print Name (Development Dept.) Signature Date

Property Owner Statement: I legally own the above-referenced property and give permission to use it.

Print Name (Property Owner) Signature Date

Applicant is responsible for obtaining signatures documenting all required inspections:

Building Inspection (Required for a business located in a permanent structure): Call 214-960-5653 to schedule.

Print Name and Title (Building Inspector) Signature Date

Fire Safety Inspection (Required for a business located in a permanent structure.): Call 972-734-5296 or email firemarshall@princetontx.us to schedule.

Print Name and Title (Dept.) Signature Date

FEE FOR FIRE CODE INSPECTION/PLAN REVIEW, PER CITY OF PRINCETON MUNICIPAL CODE. Fee \$ ____.

Grease Trap Inspection (If necessary, will be inspected at the time of Building Inspection.): Call 214-960-5653 to schedule.

Print Name and Title (Sewer Dept.) Signature Date

Health Inspections (Required for food sales, food establishment, and operation of public swimming pools): Call the Development Services Department at 214-960-5653 to schedule.

FEE FOR HEALTH INSPECTION, PER CITY OF PRINCETON MUNICIPAL CODE Fee \$ ____.

Print Name (Health Inspector) Signature Date

Applicants confirm that statements on this application are true and correct to the best of their knowledge and agree to comply with the City of Princeton Municipal Code of Ordinances requirements. Print Name Signature Date Business fees vary according to type of business and are non-transferable. The annual renewal fee is due 30 days before expiration. The applicant ensures the business complies with all relevant federal, state, and local regulations. Issuing this business registration does not imply that all such requirements have been met.