



P.O. Box 1089 • Pottsboro, TX 75076
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CERTIFICATE OF OCCUPANCY APPLICATION

If you are opening a new business, are a new tenant/owner of an existing business, changing the name of your business, or changing the use of your building, records must be updated with the City to provide the best service to you in the future. In addition, this is the time for City inspectors/officials to verify appropriate use/zoning, and to provide you with a general life/safety inspection of your occupancy to ensure you have the minimum provisions for light, heat, ventilation, sanitation and egress for your business.

BUSINESS NAME _____
BUSINESS OWNER NAME _____
BUSINESS PHONE NUMBER _____
BUSINESS PHYSICAL ADDRESS _____
BUSINESS MAILING ADDRESS _____
ZONING OF BUSINESS _____
CONTACT PERSON NAME _____
CONTACT PERSON PHONE _____
CONTACT PERSON ADDRESS _____
CONTACT PERSON EMAIL ADDRESS _____

DESCRIPTION OF BUSINESS USE (PLEASE UTILIZE SECTION 19 OF CHAPTER 14A OF CITY ORDINANCES TO IDENTIFY BUSINESS USE)

DOES YOUR BUSINESS HAVE/REQUIRE:

	YES	NO	OTHER
SALES TAX CERTIFICATE**			
TDLR LICENSING**			
GRAYSON COUNTY HEALTH REVIEW**			
GREASE TRAP			
SEPTIC SYSTEM			
FIRE SPRINKLERS			
NATURAL GAS			
BACKFLOW PREVENTION			
TABC LICENSE**			

**Must provide copy

PROVIDE FLOORPLAN AND LAYOUT OF BUILDING AND PARKING
PROVIDE COPY OF LEASE OR PROOF OF OWNERSHIP

SIGNATURE PRINT DATE

FEE PAID DEVELOPMENT INITIALS OFFICE USE BUILDING INITIALS FIRE INITIALS