



COMMUNITY DEVELOPMENT
1000 Highland Village Road
Highland Village, TX 75077
972-899-5093 F 972-899-5102

REQUEST FOR CERTIFICATE OF OCCUPANCY

APPLICATION FEE - \$40.00

Permit No.: _____

Date of Issuance: _____

PROPERTY OWNER INFORMATION:

Owner Name: _____

Owner Address: _____

Owner Phone: _____

BUSINESS INFORMATION:

Name of Business: _____

Business Address: _____

Type of Business: _____ Total Sq. Footage _____

Business Phone: _____

Business E-Mail: _____

Name of Business _____

Owner: _____

Business Owner's _____

Phone: _____

Will Business generate any industrial waste discharge to sewer system? YES _____ NO _____

Will Business store or handle hazardous materials or liquids? YES _____ NO _____

Will there be any outside storage? YES _____ NO _____

I HEREBY CERTIFY THAT THE FOREGOING IS CORRECT TO THE BEST OF MY KNOWLEDGE AND
THE SAID OCCUPANCY IS IN CONFORMANCE WITH THE INFORMATION HEREIN SET FORTH.

SIGNED: _____ PRINT NAME: _____

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TYPE OF CONSTRUCTION _____ OCCUPANCY _____ DIVISION _____

ZONING DISTRICT _____ PERMITTED USE _____ CONDITONAL USE _____

PUBLIC WORKS DEPARTMENT _____ DATE _____

FIRE DEPARTMENT _____ DATE _____

HEALTH DEPARTMENT _____ DATE _____

CODE ENFORCEMENT _____ DATE _____

APPROVAL FOR ISSUANCE _____ DATE _____

