



Permit # \_\_\_\_\_

City of University Park  
**CERTIFICATE OF OCCUPANCY APPLICATION**

OFFICE PHONE 214-987-5411  
FIRE INSPECTION REQUEST 214-987-5380

**A FLOOR PLAN OF THE SPACE TO BE OCCUPIED MUST ACCOMPANY THIS APPLICATION**

Address: \_\_\_\_\_

Type of C.O.

☐ Change of Ownership    ☐ Change of Occupant    ☐ Change of Name    ☐ Clean and Show  
**(Certificate of Occupancy will cover only uses specified. Be specific.)**

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Business \_\_\_\_\_

Billing Name If Different From Above \_\_\_\_\_

Applicant's Name (Please print) \_\_\_\_\_ Phone # \_\_\_\_\_

Building's Owner/ Landlord's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Gas Required: **Yes / No**

Electric Required: **Yes / No**

Fire Sprinkled: **Yes / No**

Fire Alarm: **Yes / No**

RPZ Installation: **Yes / No**

Square Footage of space \_\_\_\_\_ Use of Space \_\_\_\_\_

24 Hour Emergency Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Move in date: \_\_\_\_\_

**Check only the items you store, sell or use in your occupancy or business. If none apply, circle NO.**

**NO**

- \_\_\_\_ Alcoholic beverages
- \_\_\_\_ Food Products
- \_\_\_\_ Food and/or beverage processing, storage or sales.
- \_\_\_\_ Flammable or combustible liquids (10 gal. or more only) \*\*
- \_\_\_\_ Poisonous or hazardous Chemicals/acids \*\*
- \_\_\_\_ Compressed gases \*\*
- \_\_\_\_ Painting with flammables \*\*
- \_\_\_\_ Vehicle repair or Garage
- \_\_\_\_ Recycling waste
- \_\_\_\_ Cellulose nitrate film \*\*
- \_\_\_\_ Bales of loose combustible fibers
- \_\_\_\_ Dry Cleaning (flammable solvents)\*\*
- \_\_\_\_ Woodworking
- \_\_\_\_ Dust producing process
- \_\_\_\_ Welding or cutting
- \_\_\_\_ Explosives or ammunition \*\*
- \_\_\_\_ Fireworks \*\*
- \_\_\_\_ Liquid propane gas \*\*
- \_\_\_\_ Magnesium
- \_\_\_\_ High Piled Stock
- \_\_\_\_ Other hazards (specify)

For any storage over 12 ft. in height, write the number of sq. ft. you have.

\*\*Provide Chemical Data Sheets to the Fire Marshall listing the maximum quantity of all hazardous material.

**(See House Bill 1112)**

**Application Approval and Routing**

Zoning \_\_\_\_\_ Use \_\_\_\_\_ Parking 1 Space/100SF \_\_\_\_\_ Parking 1 Space/200SF \_\_\_\_\_ Parking 1 Space/300SF \_\_\_\_\_

Planning Approval \_\_\_\_\_ Date \_\_\_\_\_

Special Notes: \_\_\_\_\_

Building Official Approval \_\_\_\_\_ Const Type \_\_\_\_\_ Occup Group \_\_\_\_\_ Occup Load \_\_\_\_\_ Fire Zone \_\_\_\_\_  
Date Paid \_\_\_\_\_ AMEX VISA M/C DISCOVER Cash Ck # \_\_\_\_\_

**Planning Official**

- ( ) Parking
- ( ) Signage
- ( ) Use
- ( ) Zoning

**Building Official**

- ( ) Construction Type
- ( ) Occupancy Class
- ( ) Occupancy Load
- ( ) # of Units

**Inspections**

- ( ) Building Final
- ( ) Fire Final

\*C.O. will not be issued Prior to Fire Marshal / Fire Final Inspection