

Certificate of Occupancy Application Continued

This sheet is provided for your information by the Planning and Development Department for code compliance to receive a Certificate of Occupancy. **You are responsible for contacting the Permit Tech at 254-918-1224, or email Permits@stephenvilletx.gov for all inspection. The permit fee of \$100.00 is due upon submittal of application.**

1. Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared in any manner other than vending machines?
☐ Yes ☐ No (If so, grease trap shall be installed.)
2. Will alcoholic beverages be sold for consumption on the premises? ☐ Yes ☐ No
3. Will used goods be sold on the premises? ☐ Yes ☐ No
4. Will any goods or merchandise be displayed outdoors? ☐ Yes ☐ No
5. Will there be any spray painting on the premises? ☐ Yes ☐ No
6. Will any goods, merchandise, raw materials, oil, or chemicals be stored outdoors? ☐ Yes ☐ No
7. Will you store, dispense, or mix flammable or combustible liquids for purposes other than maintenance for operation of equipment?
☐ Yes ☐ No If so, specify the type of product: _____
8. Will you handle or use any hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases, and radioactive materials?
☐ Yes ☐ No If so, specify the type of product: _____
9. If you will be performing any of the following processes on the premises, please check those activities:
☐ Manufacturing Treating ☐ Vehicle Washing ☐ Formulation / mixing
10. Will any liquid wastes or sludge be generated which is hauled off site?
☐ Yes ☐ No To city sewer system? ☐ Yes ☐ No
11. Will any form of waste water pre-treatment be utilized at this facility?
(Grease interceptor, sand/grit trap, oil/water separator, neutralized.) ☐ Yes ☐ No
12. Will combustible dust be generated? ☐ Yes ☐ No
13. If you have warehouse storage, complete the following:
A. What materials will be stored? _____ B. How high will materials be stacked? _____
- C. Will the materials be stored in racks? ☐ Yes ☐ No
14. Number of parking spaces: _____ Are parking spaces properly striped?
☐ Yes ☐ No
15. Number of handicapped parking spaces: _____ If none, will you provide Handicapped spaces (if required)? ☐ Yes ☐ No
16. Please be aware that a separate permit is required for signage.
17. Please be aware that a separate permit may be required for wastewater discharge.
18. Please be aware a separate permit is required for food service.

Should you have any questions, please feel free to call:

Permit Tech -254-918-1224

Robert Turk - Building Official -254-918-1214

Gregg Schrumpf – Fire Marshal – 254-918-1202

Terry Adams - Building Inspector - 254-918-1270



City of Stephenville
Application for Certificate of Occupancy

Application for Certificate of Occupancy is made to the Building Official of the City of Stephenville, TX, for authorizing the use of vacant land or building at:

Address of Use: _____

Name of Business: _____

Business Phone #: _____ Texas State Tax ID # _____

Occupant Name: _____ Phone #: _____

Occupant Mailing Address: _____

Email Address: _____

Square Footage of Building: _____

Building Use, Description of Business, Facility Activities, or Plant Operations: _____

Property Owner Name: _____ Phone #: _____

Owner Mailing Address: _____

Contact Person's Name: _____ Phone #: _____

REVOCATION: The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this ordinance whenever the Certificate of Occupancy is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this ordinance or the most current International Building, International Electrical, International Mechanical, International Fire, and/or International Plumbing Codes, and/or State/Local Health Laws. Also, in accordance with Section 1004.3, of the 2015 International Building Code, Posting of the Occupant Load, every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. I hereby certify that I have read the above information and know the same to be true and correct.

*The City of Stephenville is currently under the 2015 Edition of the International Plumbing Code, the 2015 International Electrical Code, the 2015 International Building Code, the 2015 International Mechanical Code, and the 2015 International Fire Code.

Printed Name: _____ **Signature:** _____ **Date:** _____
