



Application for Certificate of Occupancy/Certificate of Business Occupancy

Please check all that applies: Property Owner ☐ Business Owner ☐

Building Owner Information

Building Owner Name: _____ Phone #: _____
Building Owner Address: _____ City: _____ St: _____ Zip: _____
Building Owner Email Address: _____

Tenant Information (if applicable)

Tenant Name: _____ Contact number: _____
Tenant Home Address: _____ City: _____ St: _____ Zip: _____
Tenant Email: _____

Business Information (if applicable)

Business Name: _____
Description of Business (be specific): _____

Building Information

Building Address: _____ Business phone: _____

Is there a current Certificate of Occupancy for this building address? ☐ Yes ☐ No ☐ Unsure
If yes, provide a copy of the Certificate of Occupancy with this application.

What will the occupied space be used for: (Please be specific): _____

What was the previous use of this building? _____

Is this a previously occupied structure? ☐ Yes ☐ No

Total Square Footage of Building _____ Total Occupied area (Sq. Ft.) _____
Retail Space (Sq. Ft.) _____ Office (Sq. Ft.) _____ Warehouse/Storage (Sq. Ft.) _____
Manufacturing (Sq. Ft.) _____ Other _____

Fire Sprinklers Yes ☐ No ☐ Number of toilets _____

Describe Building Structure Type _____
Foundation ☐ Pier/Beam ☐ Slab ☐ Other _____
Roofing Material _____

Please check any of the following that are applicable to your building/business.

- | | | |
|--|--|---|
| ☐ Food Products | ☐ Flammable or combustible Liquids
(10 Gallons or more ONLY) | ☐ Welding or Open Flame |
| ☐ Day Care | ☐ Outdoor Storage or Display | ☐ Dust Producing Equipment |
| ☐ Explosives/Ammunition | ☐ Semi Conductor | ☐ Outdoor Vehicle Service |
| ☐ Health Hazards | ☐ Compressed Gases (LPG., Etc.) | ☐ Fireworks |
| ☐ Spray Painting | | ☐ Poisonous or Hazardous Chemicals/Acids |
| ☐ None Apply | | |



☐ Any storage over 12 ft. high inside building? Total sq. ft. _____

☐ Any storage over 15 ft. high inside building? Total sq. ft. _____

Documents needed for Certificate of Occupancy (owner of the property)

☐ Parking Plan included ☐ Detailed Floor Plan ☐ Copy of current Certificate of Occupancy (if available)

Additional documents may be required to complete Certificate of Occupancy process.

Documents needed for Certificate of Business Occupancy (lessee of the property)

☐ Detailed Floor Plan ☐ Copy of current Certificate of Occupancy (if available)

Additional documents may be required to complete Certificate of Business Occupancy process.

Notice to Applicant: Any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked. Signature of owner or owner's agent constitutes approval for City employees to enter the property for necessary inspections.

Applicant: _____ Signature: _____

Position _____ Phone # _____ Email: _____

Signature of owner required if applying for certificate of occupancy application

Signature of Owner or Owner's Agent

Date: _____

Please email completed application and documents to permit@cityofkilgore.com.