



CERTIFICATE OF OCCUPANCY APPLICATION

City of Lindale
P.O. Box 130
105 Ballard Dr., Lindale, TX 75771
Phone: 903-882-6861 Fax: 903-881-8170
Email: communitydevelopment@lindaletx.gov

Date: _____

Permit # _____

☐ Commercial \$80.00 ☐ Clean and Show (No Occupancy Allowed) \$40.00

Name of Business (DBA/LLC): _____

Street Address of Business _____ Bldg.(s) and Suite(s) Number _____

Size of Building or Suite (Square Feet): _____ No. Stories: _____ No. Parking Spaces on site: _____

Manager/Operator of Use or Business: _____

Business Phone No: _____ Business Fax: _____

Email: _____ (If you would like certificate of occupancy emailed once approved)

Applicant (if different from manager/operator) _____ Phone No. _____

Building Owner's Name: _____ Cell: _____

Building Owners Address: _____
Street/PO Box _____ City _____ State _____ Zip _____

Type of Certificate of Occupancy: ☐ New Tenant ☐ Change of Ownership ☐ Change of Business Name ☐ Expanding Sq./Ft.
☐ New Building/New Construction ☐ Change of Use ☐ Other describe: _____ ☐ Shell Building (No Occupancy)

Type of Business: ☐ Assembly ☐ Automotive ☐ Barber ☐ Education ☐ Food Establishment ☐ Hair Salon ☐ Industrial ☐ Lodging
☐ Medical ☐ Multifamily ☐ Nail Salon ☐ Office ☐ Retail Sales ☐ Warehouse ☐ Wholesale ☐ Other: _____

Will your business be selling taxable merchandise or collecting sales tax? ☐ Yes ☐ No

Any proposed manufacturing to be conducted? ☐ Yes ☐ No If yes, explain: _____

Are there adjoining businesses? ☐ Yes ☐ No If yes, what type: _____

Will the facility be remodeled, renovated, or altered? ☐ Yes ☐ No * If yes, I understand that the use is limited to the proposed use I have described, any repairs, remodeling or alterations are not permitted without first obtaining building permit. If, Commercial it must meet all ADA requirements.

Signs: Will any signs be erected or existing signs changed? ☐ Yes ☐ No * If yes, a sign permit is required.

Please Check All Services Needed:

☐ **Electric:** will require a permanent power inspection (this is to release power to the utility provider).

☐ **Gas:** a licensed plumbing contractor must obtain a plumbing permit, perform gas test as per code, call for inspection for inspector to verify test, if test passes notification will be sent to CenterPoint Energy. Arrangements to have the gas service reconnected need to be made by you directly with the gas company.

☐ **Water, ☐ Garbage or ☐ Dumpster:** * will require an account to be established by the responsible party ☐ Tenant ☐ Owner This must be done after CO submittal and payment is completed. Contact City of Lindale Water Department at 903-882-3422. * If the certificate of occupancy is not approved, services will be disconnected.

Is the building equipped with: automatic sprinkler system ☐ Yes ☐ No Grease Trap: ☐ Yes ☐ No Smoke Alarms: ☐ Yes ☐ No

Will food or beverage be manufactured, packaged, stored, distributed, sold or pre-pared in any manner other than vending machines?
☐ Yes ☐ No

Does your Business involve storage, sale, or use of the following?

Flammable or combustible liquids (10 gal. or more)	☐ Yes	☐ No
Alcohol Sale /on-site consumption	☐ Yes	☐ No
High piled storage of combustible items	☐ Yes	☐ No
Dust producing equipment or materials	☐ Yes	☐ No
Compressed gasses or Lp Gas	☐ Yes	☐ No
Explosives, Ammunition or Fireworks	☐ Yes	☐ No
Magnesium or Paint/Flammable Materials	☐ Yes	☐ No
Poisonous or Hazardous Chemicals or Acids	☐ Yes	☐ No

Requirements for C/O Inspection (Covers most Cases)

All Commercial businesses in Lindale must have a Certificate of Occupancy. This includes new business, business name changes, relocation of business, or expansion of business.

Copies of required documents listed below must be submitted with your application if applicable

- **DBA ("Doing Business As"** --County Clerk's Office--200 E. Ferguson, Tyler, TX-- 903-590-2600
<https://www.smith-county.com/government/elected-officials/county-clerk/official-public-records/assumed-names-dba>
- **Federal Tax ID #** --IRS.gov --SS-4 form to apply for fed tax ID:
<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>
- **Federal / State** --Texas Department of Licensing & Regulation or Certificates by other government agencies as required.
<https://www.tdlr.texas.gov/services.htm>
- **State Sales Tax Certificate** -- State Comptroller--3800 Paluxy Dr. Suite 300, Tyler, TX -- 903-534-0333
<https://comptroller.texas.gov> (*If you will be collecting Sales tax)
- **Food Establishment Permit**-- Health Department -- 815 N. Broadway Ave., Tyler TX -- 903-535-0037
<https://www.mynethealth.org/services/environmental-health/applications-forms>
(Approval applies to Food /Restaurant/Hotel and Retail spaces with food or pre-packaged items)
- Suite number on front of suite and building address numbers posted on front of building facing the street in contrasting colors building minimum 6 inches. (readable from road)
- Address on electrical service meter. Electrical panel that is sealed, labeled, intact, grounded, and has proper clearance.
- 5 lb. ABC tagged fire extinguisher (minimum of one) at each Exit Door. Exit signs lights must be operational.

Restaurant:

- All of the above
- Tagged fixed hood system (grease laden vapors appliance) or open flame cooktops
- 20 rated BC portable fire extinguisher of Special K (grease laden vapors)
- Occupancy Content
- Grease Trap Ordinance Compliance Required
- **No open cooktops are allowed in Commercial Occupancies unless protected with vent-a-hood with fire extinguisher system.**

NOTICE TO APPLICANT: A certificate of occupancy will not be issued on any building or structure, or portion thereof, until all provisions of the code or other Ordinances of the City of Lindale are met. Property must have a final inspection prior to issuance of Certificate of Occupancy. Call 903-882-6861 to schedule an inspection. Upon approval, you can pick up your certificate or can be emailed. Any certificate of occupancy issued based on incorrect information supplied on this application may be revoked. Signature of occupant's agent constitutes approval for city employees to enter the property for necessary inspections.

Receipt & Acknowledgement

This form shall be signed by the applicant prior to approval of Certificate of Occupancy permit application. This form will be attached to the approved Certificate of Occupancy permit on file. I have read the information provided in the Certificate of Occupancy Application and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I hereby agree to comply with all State and Local laws and Ordinances. Signing this application does not authorize occupancy of the space/ or structure. It is unlawful to use, occupy, or permit the use or occupancy of a building until C.O. is issued.

Authorized Agent of Owners Signature

Home Address, City, State, Zip Code

Print Name

Date

FOR OFFICE USE ONLY

Received by: _____ Filed Date: _____

☐ In Person/Office ☐ Emailed ☐ Faxed ☐ Mailed

Date Paid: _____ Payment Type: ☐ Cash ☐ Check ☐ Credit Card ☐ Money Order

Reviewed by Bldg. Official: _____ Date: _____ ☐ Approved ☐ Denied

Notes: _____

Use and Occupancy Classification Group Type: _____ Verified: ☐ Yes ☐ No Zoning District: _____

No. of Parking Spaces Required: _____ Occupant Load: _____ Approved by: _____

Temporary Certificate of Occupancy: Date Issued: _____ Expiration Date: _____

Certificate of Occupancy Approved: ☐ Yes ☐ No Date Issued: _____ Not Approved: _____

☐ Clean and Show Only Date Issued: _____

Electrical Release to Oncor: ☐ Yes ☐ No Agent Name, Conf# and Date _____

Gas Service Release to CenterPoint: ☐ Yes ☐ No Date Faxed: _____