



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
940-458-2059(office) www.sangertexas.org

CERTIFICATE OF OCCUPANCY (CO)

General Information

REQUIRED INFORMATION:

1. Completed and signed Certificate of Occupancy application form
2. Building floorplan and must include:
 - Clear and legible floorplan and markings of building perimeter, rooms and dividing walls
 - Designate all doors, windows, and emergency exits
 - All plumbing locations (sinks, toilets, etc.)

CERTIFICATE OF OCCUPANCY WITH EXISTING POWER:

1. Once the CO application has been approved, call (940) 458-2059 to schedule Building and Fire inspections. (48-hour notice is needed for Fire inspections)
2. Once all inspections have been performed and passed, we will call you to pick up your Certificate of Occupancy certificate.
3. Take the certificate to Utility Building at 502 Elm Street to transfer utilities.
4. Once above steps have been completed, you may now occupy the building.

CERTIFICATE OF OCCUPANCY NEEDING TEMPORARY POWER:

1. Once the CO application has been approved, if temporary power is needed, call (940) 458-2059 to schedule a Temp Power inspection.
2. After the temporary power inspection has passed, you will need to contact Utility Billing at (940)458-7930 to set up your account for temporary power.
3. Once power has been turned on, call us back at (940) 458-2059 to set up both the Building and Fire inspections. 48-hour notice is needed for Fire inspections.
4. Once all inspections have been performed and passed, we will call you to pick up your Certificate of Occupancy certificate.
5. Take the certificate to Utility Building at 502 Elm Street to transfer utilities.
6. Once above steps have been completed, you may now occupy the building.

APPLICABLE FEES:

- \$100.00- Certificate of Occupancy inspection- Development Services (*Building*)
- \$50.00- Temporary power fee (*if needed*)
- \$50.00- Certificate of Occupancy inspection- Fire Department



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CERTIFICATE OF OCCUPANCY (CO) APPLICATION

Business Information *(Please print)*

Application Date: _____ Does property currently have power? ___Yes ___ No

Business Name: _____ Phone #: _____

Business Usage/Description: _____

Property Address: _____ City, State, Zip: _____

Property Zoning Classification *(if known)*: _____ Building Square Footage (REQUIRED): _____

Occupant Information *(Please print)*

Occupant's Full Name: _____ Phone #: _____

Email: _____

Occupant's Address: _____ City, State, Zip: _____

Building Owner Information *(Please print)*

Building Owner Name: _____ Phone #: _____

Email: _____

Building Owner Address: _____ City, State, Zip: _____

APPLICABLE FEES:

- \$100.00- Certificate of Occupancy inspection- Development Services *(Building)*
- \$50.00- Temporary power fee *(if needed)*
- \$50.00- Certificate of Occupancy inspection- Fire Department

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Signature

Date