



ArlingtonPermits.com  
THE ONE START CENTER

# Walk In Application Certificate of Occupancy (CO)

(DO NOT FAX OR E-MAIL APPLICATION)



Please print clearly:

Tenant's (individual-not company) Name\*: \_\_\_\_\_

Tenant's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\*A copy of a current government photo ID is required to be submitted for the tenant.

**NOTE:** If the applicant is a different person than the tenant, the following section must be completed by the applicant:

Applicant's (individual-not company) Name\*: \_\_\_\_\_

Applicant's Mailing Address\*: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

\*A copy of a current government photo ID is required to be submitted for the applicant.

Business Owner (business or personal) Name: \_\_\_\_\_

Business Owner's Representative (individual-not company) Name: \_\_\_\_\_

Representative's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

CO Location Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Please check only one:

- New Tenant**
- Existing Business/New Owner**
- Same Business Owner/New Business Name**
- Expanding/Increasing Lease Space**
- Shell Building/House Lights**
- Clean and Show**

Please check only one:

- There is an Active Building Permit for this location**
- There is not an Active Building Permit for this location**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating construction, the performance of construction or the use of any land or buildings.

All application fees for Certificate of Occupancy are non-refundable. The application review will not begin until all fees have been paid, addresses verified, and the correct number and types of plans, if any, are received.

Signature of Permit Applicant \_\_\_\_\_ DATE \_\_\_\_\_

Applicant Name (Printed) \_\_\_\_\_ Applicant is \_\_\_ Tenant or \_\_\_ Authorized Agent

Please answer the questions on the following page. Incomplete applications will not be accepted.

- 1) Provide a brief description of the proposed use of the building, space or land:  
\_\_\_\_\_
- 2) Are you ready for an inspection? Please read page 3 for instructions on requesting inspections.  
 ..... Yes, the building/space will be open all day tomorrow  
 ..... Yes, after scheduling the inspection, I will call the inspector to set up an appointment  
 ..... NO, I will request the inspection at a later date
- 3) Is this CO location address served by its **OWN**: Electric Meter  Yes  No  
 Gas Meter  Yes  No

\*If applying for a **"Clean and Show C/O," STOP** here. All others, answer questions 4 – 27. \*

- 4) Proposed Business Name: \_\_\_\_\_
- 5) Tax Exempt # or Ltd. Sales & Use Tax Certificate #: \_\_\_\_\_
- 6) Area (square feet) of Building or Tenant Space \_\_\_\_\_square feet
- 7) Previous use (if known) \_\_\_\_\_
- 8) Is this a Multi-Family location? .....  Yes  No  
 a) If yes then complete addendum – ask for a copy
- 9) Is this a Storage Unit (mini warehouse facility)? .....  Yes  No  
 a) If yes then complete addendum – ask for a copy
- 10) Are you enlarging a tenant space, combining suites or portions of suites? .....  Yes  No  
 If yes, List lease Spaces being combined \_\_\_\_\_
- 11) Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipment? .....  Yes  No  
 If yes, specify the type of product and the projected quantities and attach to application.
- 12) Will there be any spray painting on premises? .....  Yes  No
- 13) 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 yes, specify the type and projected quantities and attach list
- 14) Will the principal use of the building or tenant Space be used for warehousing? ..  Yes  No  
 a) If yes, what materials will be stored Attach list if necessary? \_\_\_\_\_  
 b) What percentage will be used for warehousing? \_\_\_\_\_%  
 c) Will the materials be stored in racks? .....  Yes  No  
 d) How high will materials be stacked? \_\_\_\_\_ feet
- 15) Will the building be equipped with a fire sprinkler system or a standpipe system?  
 .....  Yes  No
- 16) Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines? .....  Yes  No
- 17) Will alcoholic beverages be sold for consumption on the premises? .....  Yes  No
- 18) Will sexually-oriented business or adult entertainment be conducted or be present on premises?  
 .....  Yes  No
- 19) Will a swimming pool be located on the premises? .....  Yes  No
- 20) Will this facility be providing supervision for thirteen (13) or more unrelated children under the age of fourteen (14) for periods of time less than 24 hours? .....  Yes  No
- 21) Will a septic tank, grease trap or sand trap be used on the premises? .....  Yes  No
- 22) Are any Raw Materials Stored Outdoors? .....  Yes  No
- 23) Will any manufacturing take place on the Premises? .....  Yes  No
- 24) Will any liquid wastes or sludge be generated which are not disposed of in the sewer system?  
 .....  Yes  No
- 25) Will any form of waste water pre-treatment be utilized at this location? .....  Yes  No
- 26) Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage, etc.)? .....  Yes  No



# Certificate of Occupancy

## Application Review & Inspection Procedures

This page provides general information about the Certificate of Occupancy (CO) process. A building or tenant space may not be occupied, and the business may not be operated until the CO is issued. Making application for a CO is not a guarantee that a CO will be issued. For any questions about zoning or land use, please visit the **One Start Center** on the second floor of City Hall. Gas and/or electric utilities will not be released until all of the appropriate departments have approved the CO application. **The applicant will need to pick up a copy of the issued CO at the One Start Center after all the inspections are approved. Issued COs are not mailed to the applicant.**

**Important** - if you are making application for a **new use** or a **use different than the previous use**, you may be asked for additional information such as existing & proposed floor plans, parking analysis, etc. **The inspection will not be scheduled for the following business day.** A review of the additional information (e.g., floor plan, parking analysis) will take approximately 48 hours and may reveal the need for a building permit and/or denial of the CO application.

**Required Inspections:**

Department	New Tenant	New Owner	New Name	Clean & Show	Shell	Expanding
Building Ins.	X	X		X	X	X
Fire Dept.	X	X	X		X	X

**Building Inspection Division** – CO applications submitted after 3:30 pm will be scheduled for the day following the next business day. If you checked **“YES, the building/space will be open all day tomorrow,”** the request for inspection will be scheduled for the next business day upon approval of the application.

If you checked **“NO, I will request the inspection at a later date”** then you must first schedule the inspection by calling (817) 261-8817, and second, set any appointments by calling the appropriate inspector at the number listed below **between 7:30 am and 8:30 am.**

If you checked **“Yes, after scheduling the inspection, I will call the inspector to set up an appointment,”** then you must first schedule the inspection by calling (817) 261-8817, and second, set any appointments by calling the appropriate inspector at the number listed below **between 7:30 am and 8:30 am.**

- Al Pearson @ 817-459-6679     Steve Yoder @ 817-459-6677     Ron Poppe @ 817-459-6680
- Dennis Kirkpatrick @ 817-459-6681     Guy Lux @ 817-459-6687

Inspections requested at 817-261-8817 by 8:00am will be performed on the same day. Inspections requested after 8:00am will be performed the following business day.

- The Building Inspector will inspect the premises to verify compliance with zoning, building, plumbing, mechanical and electrical codes.
- **The building must be unlocked for all inspections.** No one is required to accompany the inspector on the inspection.

**Fire Department** – A Fire Inspector will inspect the premises for compliance with the Fire Code. For appointments speak to the fire inspector at **817-459-5539**. Please note that a representative for the lessee (occupant) needs to be present at the time of fire inspection to answer any questions and provide emergency contact information.

<sup>1</sup> All **Multi-family new tenant, new name, new ownership** C/O applicants should contact Community Services at **817-459-6777** to schedule the C/O inspections. Building Inspections or Fire Department will not perform C/O inspections for multi-family new tenant, new name or new ownership situations.