



Certificate of Occupancy Application

Project Information			
Permit Number			
Business Name			
Intended Use			
Street Address			
Subdivision/Lot/Block			
Zoning		Square Feet	
Owner Information			
Business Name			
Contact Person			
Street Address			
Business Phone		Mobile Phone	
FAX Number		Email Address	
Tenant Information			
Company Name			
Contact Person			
Street Address			
Business Phone		Mobile Phone	
FAX Number		Email Address	

Does your business involve the storage, sale, or use of the following (check all that apply):

<input type="checkbox"/> Painting with flammables	<input type="checkbox"/> Dry Cleaning Solvents	<input type="checkbox"/> Flammable/Combustible Liquids (10 Gallons or More)	<input type="checkbox"/> Alcohol
<input type="checkbox"/> Combustible Fibers	<input type="checkbox"/> Dust Producing Process	<input type="checkbox"/> Floor Drains in Building	<input type="checkbox"/> Smoking
<input type="checkbox"/> Cellulose Nitrate Film	<input type="checkbox"/> Explosives/Ammunition	<input type="checkbox"/> Food and/or Beverage Processing, Storage, or Sales	<input type="checkbox"/> Fireworks
<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Recycling Waste	<input type="checkbox"/> Food Products	
<input type="checkbox"/> Liquid Propane Gas	<input type="checkbox"/> Magnesium	<input type="checkbox"/> High Piled Stock (Over 12' High)	
<input type="checkbox"/> Vehicle Repair Garage	<input type="checkbox"/> Vehicles in Building	<input type="checkbox"/> Poisonous or Hazardous Chemical/Acids	
<input type="checkbox"/> Welding or Cutting	<input type="checkbox"/> Woodworking	<input type="checkbox"/> X-Ray Equipment	

Provide chemical data sheets to Development Services listing the maximum quantity of all hazardous material.

List any material discharged into the drainage system, ground, or atmosphere: _____

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy is issued by the building official or their designee. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. A permit becomes null

and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

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 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 law regulating construction or the performance of construction.

Signature of Applicant: _____

Print Name: _____

Date: _____

OFFICE USE ONLY			
Fee Description	Information or Fee		
BV Project Number			
BV Approval Signature		Date	
Fire Marshal Approval Signature		Date	
Processed By			
Date Approved			
Occupancy Type			
Occupancy Load			
Construction Type			
Zoning			
Fee			
Other Fee: _____			

Inspection Contact Information

Inspection Services

The following organizations provide occupancy inspection services for the City of Farmersville:

Organization	Function
Bureau Veritas	<ul style="list-style-type: none">• Contracted City of Farmersville Inspection Services• Commercial and Residential Building Inspection• Commercial and Residential Plan Review• Certificate of Occupancy Approval
Daniel & Brown Inc.	<ul style="list-style-type: none">• Ordinance Review as Required By the City of Farmersville
Collin County Fire Marshal	<ul style="list-style-type: none">• Contracted City of Farmersville Fire Marshal Services• Commercial Safety and Fire Systems Plan Review• Commercial Safety Inspections, First-Time and Yearly• Certificate of Occupancy Approval

Inspection Requests

Please contact Bureau Veritas to request building inspection(s) for a certificate of occupancy. Any of their permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed or emailed to the Bureau Veritas office.

- Inspection Request line: 817-335-8111 / Toll Free number: 877-837-8775
- Inspection FAX line: 817-335-8110 / Toll Free FAX number: 877-837-8859
- Email Address: inspectionstx@us.bureauveritas.com

After the Bureau Veritas inspection is complete and final contact the Fire Marshal at 972-548-5576 for scheduling the final Certificate of Occupancy inspection.

Certificate of Occupancy Inspection Information

Note: A Certificate of Occupancy inspection is required whenever there is a change of use and/or change of ownership of an existing Commercial building. A **BUILDING PERMIT** is required for any prior **alteration or construction work**.

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas.
4. Post your approved permit application (tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite number must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed.