

CERTIFICATE OF OCCUPANCY APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR CERTIFICATE OF OCCUPANCY (CO)

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt. A Certificate of Occupancy does not authorize construction of any type.

OTHER REQUIREMENTS OR SPECIAL PROVISIONS:

- (1) If the use is nonconforming, alcohol related or dance hall related, additional information may be required. Please schedule an appointment with a zoning consultant for information.
- (2) A CO will not be issued if there are any outstanding code compliance issues.
- (3) If use is multi-family, a "Letter of Clearance" from Code Enforcement is required before a Certificate of Occupancy can be issued.

No Change of Use - Certificate of Occupancy

1. Completed permit application

Change of Use - Certificate of Occupancy

1. Completed permit application
2. Two (2) copies of the Site Plan, drawn to scale showing the parking spaces and any other businesses on the site

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____

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Required Documents for Change of Use - Certificate of Occupancy Continuation

3. Parking analysis stating the type of business and area in square feet for every business on the lot
4. If the use is a church, theater, dance hall, labor hall, or similar use, two (2) copies of the floor plan, drawn to scale, which shows seating and/or dance floor
5. If the use requires a change in the occupancy code as defined in the Dallas Building Code, two (2) copies of the floor plan, drawn to scale
6. If the use is a warehouse or similar use, a statement of what commodities will be stored, the method of storage, the height of storage and whether or not a fire sprinkler system is installed in the building (no change of use)
7. If the use is a manufacturing facility, the type of raw materials used and the quantity of materials used or stored
8. Tree survey identifying any protected trees within 50 ft. of construction or any related activity.

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____