



Certificate of Occupancy Application

505 W. Main * Azle, Texas 76020
817-444-2541 Email: mmessick@cityofazle.org

Date:
Insp. Date

<input type="checkbox"/> Temp Power to Show	<input type="checkbox"/> Address Change	<input type="checkbox"/> Owner change	<input type="checkbox"/> Name Change
<input type="checkbox"/> New business	<input type="checkbox"/> New Use	<input type="checkbox"/> Change in Use	
Site Address:		Business Name:	
Primary Use:		Sales Tax #	
Sale of Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Knox Box Application Received Yes <input type="checkbox"/> No <input type="checkbox"/>		
Sale of Food <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Dept Approval <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total Building Sq. Ft.			
Contact or Applicant:			Phone:
Address:	City:	State:	Zip:
E-mail:			
Applicant Signature:			
Property Owner:		Owner's Phone:	
Address:	City:	State:	Zip:
Fire Prevention Information:			
Does your business involve any storage, sale or use of the following?			
Flammable/Combustible liquids (10 gal or more)	Yes [] No []	Fireworks	Yes [] No []
On-site consumption of alcoholic beverages	Yes [] No []	Magnesium	Yes [] No []
Storage (higher than 12') of combustible items	Yes [] No []	Paint/flammable material	Yes [] No []
Dust producing equipment or materials	Yes [] No []	Poisonous or hazardous chemicals or acids	Yes [] No []
Compressed gases	Yes [] No []	LP gas	Yes [] No []
Explosives or ammunition	Yes [] No []		
To Be Completed by City Staff:			
Zoning District:	Required Parking:	Fire Lane Yes [] No []	Fire Extinguishers:
Existing Pavement Type: Concrete [] Asphalt [] Other []			
Occupancy Type:	Occupany Load:	Construction Type:	NFPA 13 System Yes [] No []
Building Inspected by:	Approved []	Disapproved []	Pending Corrections [] Date:
Fire Marshal:	Approved []	Disapproved []	Pending Corrections [] Date:
Permit Fee \$	Receipt #	Received by:	

City of Azle
APPLICATION FOR CERTIFICATE OF OCCUPANCY

I. REQUIRMENTS - Ordinance 504 (April 1989)

All commercial establishments including places of assembly, such as churches, schools, community buildings, multifamily common areas, and management offices must apply for a Certificate of Occupancy before electric service is connected when a change of ownership occurs, prior to the occupancy and use of any building, real property or land in any commercial or industrial zones, and places of assembly regardless of zoning district.

Each occupancy permit application fee shall be \$65.00.

II. PROCEDURES AND FEES

The applicant prior to the intended occupancy of the premises shall provide the following information. An incomplete application will not be processed.

1. The name, address, and telephone number of applicant, property owner and business owner.
2. The name of the business, with full disclosure of the intended use of the business and/or property.
3. The address and/or description of the property for which the occupancy permit is being requested.
4. The square footage of the building.
5. The number of employees per shift.
6. Chemicals used under SARA Title III.
7. Certification by signature on the application that the applicant will not permit or allow any other person or persons to use the described property for any other purpose than what is stated on the occupancy permit and other use of the property will be in conformance with all applicable City Ordinances and State, Federal and County law.
8. Retail sales permit, if required under State Law.
9. Number of Signs.
10. Location of Signs.

Note: It is the responsibility of the applicant to make the premises available for inspection during regular working hours by all applicable departments or agencies. If the building is not made available within 15 days the application will be voided and a new application filled out with a \$5.00 fee.

After the below items are corrected and approved by the City, a Certificate of Occupancy will be issued.

The Certificate of Occupancy shall be posted in a conspicuous place on the premises.

The below safety items are not Grand- fathered in any code. Once discovered, the hazard must be corrected.

1. All exterior wood surfaces not weather protected.
2. Outside display and storage not complying with Ordinance 508.
3. No fire extinguishers, exit lights or fire lane stripping. Each occupant will generally need a 5-pound all-purpose fire extinguisher for every 3,000 square feet of building.
4. No Tarrant County Health Department inspection for food establishment regulations compliance.

5. Does not have license for liquor, beer and wine (see Azle Police Department).
6. Has not paid taxes for dance floor, pool tables, amusement machines, etc.
7. Proposed uses of land in conflict with Zoning Ordinance.
8. Square footage of building not provided.
9. Inadequate parking or parking not all weather surfaced.
10. Any missing or improper back flow devices on plumbing fixtures.

III. INSPECTIONS

The following is a list of most frequently encountered problems with Certificate of Occupancy inspections:

1. Address and/or suite number not posted in front (3 ½ inch high).
2. Electrical switches and outlet covers missing or broken.
3. Empty spaces in electrical panels.
4. Meter bases and panels not labeled.
5. Exposed wiring or improper electrical installations.
6. Extension cords used as permanent wiring.
7. Water connections which expose the city water supply to contamination, such as:
 - a. Unapproved ball cock assembly in toilet tank.
 - b. Air gap (space) needed between floor drain and ice machine.
 - c. Vacuum breaker needed on fixtures or sinks where a hose can be connected.
 - d. No back flow prevention device or vacuum breaker on sprinkler systems.
8. Open drain lines at abandoned plumbing fixtures.
9. Restaurants without grease trap. Sizing based on Uniform Plumbing Code.
10. Improper gas connections.
11. Appliances without approved shutoff within 3 feet of appliance.
12. Improper venting or combustion air for gas water heater or gas furnaces.
13. Safety or relief valve on water heater not draining properly.

IV. MAJOR REMODELING

Any major remodeling (other than carpet, paint, cosmetic, etc.), any moving of walls, enclosing or expanding of tenant spaces will require a building permit. If electrical, plumbing, or air conditioning work are proposed a permit may be required. Please call the inspection office at 817-444-7037 for any further questions. Office hours are Monday through Friday 8:00a.m. to 5:00 p.m. except holidays.



Azle Police Department 613 SE Parkway, Azle, Tx. 76020 (817) 444-3221

Dear Azle Business Owner/Operator:

Please assist our department by completing the following information. All information is confidential.

Please return this form via fax to: Azle Police Department (817) 444-7088. If returning by mail send to: Azle Police Department, ATTN: Communications-Business Listing, 613 S.E. Parkway, Azle, TX 76020.

NAME OF BUSINESS _____

ADDRESS _____

BUSINESS PHONE _____ BUSINESS FAX _____

BUSINESS HOURS _____

BUSINESS OWNER _____

BUILDING OWNER _____ PHONE _____

ALARM? YES/NO ALARM CO NAME _____ PHONE _____

CLEANING CO? YES/NO CLEANING CO NAME _____

EMERGENCY CONTACT INFORMATION

NAME _____ HOME _____ CELL _____

NAME _____ HOME _____ CELL _____

NAME _____ HOME _____ CELL _____

OTHER IMPORTANT INFORMATION, IF ANY: _____

SIGNATURE _____ DATE _____

Person responsible for filing out paper

Department Use

DATE RECEIVED _____ DATE ENTERED CAD _____