



CITY OF OVERTON, TEXAS

1200 S. Commerce St. ★ Overton, TX 75684
Phone: 903-834-3171
Inspections require 24 Hour Notice

Certificate of Occupancy Application

Permit #: _____

Permit Fee: \$ _____

Incomplete application and/or submittal will not be accepted

**THIS APPLICATION IS TO ALLOW OCCUPANCY TO A SPECIFIED SPACE IN ORDER TO CONDUCT BUSINESS.
ANY ALTERATIONS WILL REQUIRE A SEPARATE PERMIT TO BE SUBMITTED IN CONJUNCTION WITH THIS APPLICATION.
** A CO TO SHOW IS STRICTLY FOR THE RELEASE OF UTILITIES NOT INTENDED FOR OCCUPANCY.**

SUBMIT THREE (3) COPIES OF DIMENSIONED FLOOR PLANS AND ROOM SIZES – CLEARLY MARKING EXITS.

- New Business
- To be done at Building Final
- New Business Owner
- CO To Show ** (Permitted over the counter)
NO PLANS REQUIRED
- Business Name Change
- Temporary/Seasonal

Sales Tax ID # _____ Business Phone _____

Business Address _____ Suite _____

Name of business as to appear on CO _____

Type of business _____ Nature of business _____

Total Sq ft _____ Dining Sq ft (if applicable) _____ # of Parking Spaces Provided _____

Flood Zone _____ Zoning _____ Construction Type _____ # of stories _____

Contact person: Applicant Property Owner Contractor

Name of applicant _____ Phone _____

Email _____

Business Owner Information:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____

Property Owner Information:

Name _____ Phone _____

Address _____ City _____

State _____ Zip _____

General Information:

Obtain Certificate of Occupancy by: Pick up Mail
If requesting to have mailed, please indicate the location to send to: Business Address Business Owner Property Owner

Food Establishment:

Fire Sprinkler:

Alcohol Sales:

Yes No

Yes No

Yes No

Does your occupancy or business involve storage, sale, or use of the following:

Flammable or combustible liquids (10 gal. or more)	yes [] no []	High piled storage of combustible items	yes [] no []
Dust producing equipment or materials	yes [] no []	Compressed gases	yes [] no []
Explosives or ammunition	yes [] no []	Fireworks	yes [] no []
Magnesium	yes [] no []	Paint/flammable material	yes [] no []
Poisonous or hazardous chemicals or acids	yes [] no []	Liquid Petroleum gas	yes [] no []

Applicant Name (PRINT) _____ Position _____

Signature _____ Date _____