



Certificate of Occupancy Application

Fee: \$100.00

Permit #

Business Name:	Square Footage:
Business Address: Suite #	Business Phone:
Type Of Business:	TX State Sales Tax #:
Legal Description of Property: (if available)	No. of Employees:
Emergency Contact Name:	Emergency Phone #:

Business Owner Name:	Driver's License #:
Address: City/State: Zip:	
Phone: Email:	
Property Owner Name:	
Address: City/State: Zip:	
Phone: Email:	

Select those that apply:

- ☐ Name or Owner Change Only ☐ New Business to City ☐ Business Relocation
- ☐ Is this a retail business? If yes, a copy of your retail sales permit is required
- ☐ Does the business require a state license? If yes, Please provide a copy of your State TDLR license
- ☐ Will there be Hazardous Material? If yes, attach paperwork (SARA III)
- ☐ Do you have or need a Grease Trap? If yes, who will be the liquid waste hauler? _____
- ☐ Will food be prepared or served at your establishment? If yes, contact the Texas Department of Health and submit a copy of the health report to us before certificate is issued
- ☐ Will second hand goods be sold at your establishment?
- ☐ Do you currently have power? If not, do you need temp power? ☐ Yes ☐ No
- Trash Service: ☐ Shared Dumpster ☐ Private Dumpster ☐ Commerical Handload
- ☐ I have received a copy of Senate Bill 509 and understand it is my responsibility to have an Asbestos Survey prior to any work being done.

I hereby apply for an Occupancy Permit to occupy the premises described in this application for the purpose described herein. By my signature, I certify that I will not use, nor will I permit any other person or persons to use the described property for any other purpose than that stated on this application and that the use of property will be in conformance with all applicable City of Joshua Ordinances as well as State, Federal, and County Laws.

I hereby certify that the information provided in this application is true and factual to the best of my knowledge. I further understand that the certificate of occupancy will not be prepared and issued until all necessary departments have approved the project.

I hereby grant permission for City Officials to enter the premises and make all inspections

DISCLAIMER: Remittance of non-refundable application fee is not a guarantee of Certificate of Occupancy approval/issuance.

Signature: _____ Date: _____
Print Name: _____

Office Use Only

Date Paid: _____ Total Paid: _____ Signature: _____

Classification: Construction Type: Zoning: Occupant Load:



State of Texas

Asbestos Compliance Statement

Verification of an asbestos survey prior to issuing a permit for renovation* or demolition* * of a public or commercial building is required by Senate Bill 509 of the 77th Legislature of the State of Texas.

A copy of the asbestos survey for the area(s) to be renovated/ demolished has been included with this permit application. This survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP).

Address of permit application: _____

Signature: _____

Print Name: _____

Date: _____

* Renovation is the process of restoring or improving a structure. This includes, but is not limited to, disturbing, removing, cutting, sanding, scraping, abrading or sawing any existing material affixed or fastened in place at the location of work to be performed.

* Demolition is the opposite of construction: the tearing-down of buildings and other structures. This applies to all public or commercial buildings, and residential apartment units. Single-family, two-family, three and four-plex dwelling units are exempt.



Certificate of Occupancy Inspection Information

A BUILDING PERMIT is required for any 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. Provide any TDLR Licenses
4. If you need a Health Report, contact the Texas Department of Health
Phone: (817) 264-4703
Email: Shannonlile@DSHS.state.tx.us
5. Post your approved permit application (Tape to door or window).
6. Request an inspection from the City by calling: (817) 558-7447
7. 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. Return application to the City and pay fee.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
4. Required number of parking spaces including ADA parking.
5. Every space must have 24-hour access to the electric panel, which serves that space.
6. Label circuit breakers in panel.
7. A minimum of 36" in front of the electrical panel and 18" on both sides of the panel.
8. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
9. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
10. GFCI protection for outlets within 6' of sinks.
11. Added electrical fixtures and outlets must comply with the 2020 National Electric Code.
12. Hose bibs should have vacuum breakers.
13. Plumbing fixtures must be in good working order.
14. If required a backflow device (beverage dispenser, ice machines, ect.).
15. Any unused plumbing must be capped.
16. Electric water heater disconnects must be in line of sight or a lock-out on circuit breaker.
17. Gas appliances and heaters must be properly vented and installed.
18. State of Texas Asbestos Compliance Statement