

CERTIFICATE OF OCCUPANCY APPLICATION

Business Name:	all that apply)							
Business Name.								
Business Address:			Suite #					
Mailing Address:		City:			Zip Code:			
Type of Business: Bus		Business Phone:	siness Phone:		Fax:			
Description of Use:		Hours of Operation:			Email:			
Office/Retail/Wholesale/Service/Manufacturer/etc.								
Use of Hazardous Chemical: ☐ Rack Storag		☐ Rack Storage	☐ Welding/Cutting		L.P.G. Use			
Total Sq. Ft. of Building Space:			# of Employees					
Name of Business Owner:	-							
Business Owner's Address:			Citu			7: 0		
Sustitions Owner 5 requiess.			City:	51	ate:	Zip Code:		
Emergency Phone # for Business:								
Owner of Building:								
Building Owner's Address:			City:	City: S		Zip Code:		
Property Owner								
Property Owner's Address:			City:	City: State:		Zip Code:		
****If Applicable, Provide Copy of State of Texas Sales Tax Certificate**** Check Applicable Boxes Below								
Is this a new building or a build	ing addition? Ye	s 🏻 No	Any plans to remodel? ☐ Yes ☐ No					
☐ New Business ☐ Lost	☐ Name Change ☐ Non-Conforming Use Within Cit		☐ Owner Change		☐ Change of Location			
LI LOSI	Non-Conformi	ng Use Within City	City					
I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF THIS CERTIFICATE OF OCCUPANCY AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).								
Signature of Business Owner/Manager/AgentPrint Name Clearly								
Applicant's Driver's License # / State Applicant's Date of Birth / /								
Email Address: Contact Phone Number:								
NOTE: Please allow seven (7) business days for processing and initial inspections.								
FOR OFFICE USE ONLY:								
Zoning:		S.U.P.	S.U.P. Yes No		IBC Class:			
Const. Type:		O.L.	O.L.		Permit Fee \$			
City Contact Number(s):		Bldg. De	Bldg. Dept. (214) 509-4130		Parking Req'd:			
Date Paid:		Received	Received by:		Entered By:			
Date Entered:		Permit#:	Permit#:		Date Mailed:			



ALLEN FIRE-RESCUE Fire Prevention Division/Fire Marshal's Office

310 Century Parkway Allen, Texas 75013 Phone: 214-509-4400 Fax: 214-509-4410 www.allenfire.org

Releasing of Certificate of Occupancy (CO) by the Fire Marshal's Office

This policy is intended to cover the requirements of the Allen Fire Marshal's Office only. It is the responsibility of the business or contractor to comply with and obtain inspections from the appropriate departments of the City of Allen (i.e. Health, Engineering, Building, Parks and Recreation).

It is the policy of the City of Allen's Fire Marshal's Office to inspect all new businesses for compliance with the fire code prior to the issuance of a CO. For the purpose of the document, a "new business" is defined as any business required by the City of Allen Building Department to obtain a CO.

The Fire Marshal's Office will inspect all new businesses for compliance with fire code.

The Fire Marshal's Office will NOT release a CO until all fire department issues found during the FD's initial and any follow-up inspections are satisfied.

Due to the fact that the Fire Marshal's Office Commercial Final inspection is used to determine compliance with fire code, life/safety code and fire fighting and property conservation operations, the Fire Marshal's Office WILL NOT under any circumstances authorize the release of a Temporary Certificate of Occupancy.

All System Inspections (i.e. Fire Sprinkler, Fire Alarm, Hood Suppression), where applicable, must be completed without outstanding issues prior to the scheduling of a Fire Department Commercial Final Inspection.

To schedule a FD Commercial Final Inspection, an FD Commercial Final Inspection Request form shall be completed and provided via fax, mail, email, or other appropriate means to the Allen Fire Marshal's Office. Once all other required inspections have been approved a Fire Department inspector will contact the sender to schedule an appointment to meet at the business location. All Fire final inspections and re-inspections shall be scheduled 24 hours in advance. It is the responsibility of the business/contractor representative to request all Fire final inspections.

FD Commercial Final Inspection/re-inspection fees will be accessed according to Sec 105.8.3 Permit Re-Inspection Fees, of the locally adopted fire code. All fees must be paid prior to scheduling follow-up inspections.

The Fire Department Commercial Final Inspection may be scheduled through the Fire Marshal's Office at the same time or after scheduling the Building Department's Final Building Inspection.

All businesses are responsible and required by law to maintain fire code related issues at all times.

Conducting business without a valid CO is a violation of City Ordinance. Failure to comply will result in the closure of the business and a citation issued requiring an appearance in court. Each day of non-compliance is a separate offense.

If you have any questions please contact the Allen Fire Marshal's Office.



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Fire Department Commercial Final Inspection Request

Please leave this box blank (Office					
Address (including suite number):					
Name of Business:		Phone:	Phone:		
Type of Business:	Type of Business: Texas Sales Tax ID # (where applicable)		Occupancy Load (per Building Dept):		
Occupancy Manager / Owner Name	:	Phone:			
Emergency Contact Name:		Phone:	Phone:		
Property Owner:		Phone	Phone		
Property Owner Address:					
Who to contact for Inspection:		Phone	Phone		
Fire Hydrants face fire land them from vehicle impact Fire Alarm System (where Fire Sprinkler / Suppression Fire Department Connecting Cap in place. Exiting systems are clear as similar type of securing deproperly. All Exit and Emproperly. All Exit and Emproperly. All Exit and Emproperly. All fire extinguishers must be modern thank the suite number of the Extinguishers must be modern and the suite number of the Extinguishers must be modern and the suite number of the Extinguishers must be modern and the suite number of the Extinguishers must be modern and the suite number of the Extinguishers must be modern and the suite number of the Extinguishers must be modern and the suite number of the suite	damage. applicable) has been tested and accepton systems have been tested and acceptons (FDC) must be unobstructed, inclusing unobstructed. Proper hardware is it evices are not allowed on secondary exergency Lights shall be on a dedicated permently affixed to the building, from and size/stroke requirements are available supplied occupant affixed, uding newly purchased, must be inspectanted per NFPA 10. Is required to be installed on all building of appropriate size for all tenants. Each st have a Maximum Occupancy Load in the system of the strong of the	Hydrants not protected by curb ted by the Fire Marshal's Officed by the Fire Marshal by the Fire Marshal by the	ce. No outstanding issues remain. e, etc. and have a Knox Company Locking code. Dead bolts, slide bolts, bars or other lights have battery back-up and function istalled. t be placed over the main entrance and rear endments. Utility meters (gas / electric) must Marshal's Office Inspection Tag. by the Fire Marshal's Office. Shell building ide a key to the inspector at time of final formation please consult the City of Allen Fire Cire Marshal's Office.		
Signed		 Date			