

# Certificate of Occupancy Application



Permit Number: \_\_\_\_\_

**INCLUDE COPY OF SALES TAX CERTIFICATION AND FLOOR PLAN OF THE ENTIRE TENANT SPACE SHOWING THE AREAS TO BE OCCUPIED WITH EACH ROOM IDENTIFIED AS TO ITS USE INCLUDING SQ. FOOTAGE.**

## Site Information

Property Address:	Suite #	Name of Business:
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Reason for CO:	Business Use:	Sq. ft.:
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> New Business in Existing Space <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Name	<input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Wholesale <input type="checkbox"/> Religious <input type="checkbox"/> Office <input type="checkbox"/> Industrial <input type="checkbox"/> Other	Sq. ft.:
		# Employees:

## Business Information:

Company Name:	DBA:
Contact Name:	Contact Email:
Mailing Address:	Office #:
City/State:	Zip:
	Fax #:

### Description of Business:

- YES, the occupancy / business involves storage, sale or use of the following (*Please check all applicable – below*)  
 NO, the occupancy or business does NOT involve storage, sale or use of the any of the following.

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Sales (off-site consumption)    | <input type="checkbox"/> High Piled Stock (over 12 feet in height)             |
| <input type="checkbox"/> Alcohol Sales (on-site consumption)     | <input type="checkbox"/> Welding or Cutting                                    |
| <input type="checkbox"/> Firearms / Accessories Sales or Service | <input type="checkbox"/> Liquid Propane  |
| <input type="checkbox"/> Explosives or Ammunition                | <input type="checkbox"/> Compressed Gas  |
| <input type="checkbox"/> Food Sales / Preparation / Products     | <input type="checkbox"/> Flammable or Combustible Liquids (10 gallons or more) |
| <input type="checkbox"/> Outdoor Storage                         | <input type="checkbox"/> Poisonous / Hazardous Chemicals/Acids                 |
| <input type="checkbox"/> Smoking / Tobacco Sales                 | <input type="checkbox"/> Fireworks   |
| <input type="checkbox"/> Vehicle Repair / Sales / Service        | <input type="checkbox"/> Other Hazards (specify below):                        |
| <input type="checkbox"/> Vet Clinic / Animal Boarding            |  |

## Responsible Parties

Owner of Building:	Office #:	Cell #:
Address:	City/State:	Zip: Email:
Property Owner:	Office #:	Cell #:
Address:	City/State:	Zip: Email:

**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).**

RESPONSIBLE PARTY/TENANT NAME:	SIGNATURE:
_____	
<i>(Must be completed by Tenant/Business Owner NOT Contractor)</i>	

CONTACT PHONE:	DRIVERS LICENSE #/STATE:	DATE:
FEE PAID:	R/CVD BY:	DATE:
O.L.:	CONSTRUCTION TYPE:	ZONING:
		IBC CLASS:

SUP  Yes  No

**ALLEN FIRE DEPARTMENT**  
**Certificate of Occupancy Checklist**

**Legal Occupancy of a building cannot take place until the following items (as applicable) are completed.**

**Fire Extinguishers** – Installed and located as per NFPA #10 and/or approved plans. Signs need to be provided for extinguishers that are not readily visible in area they protect.

**Fire Lanes** – Fire Lanes need to be marked with signs or pavement markings per City Ordinance. If an access gate is installed, acceptance e testing must have been successfully accomplished and witnessed by an Allen Fire Department Inspector.

**Fire Hydrants** – Fire Hydrants must face fire lanes and be painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle damage.

**Fire Alarm Systems** – Acceptance testing must have been accomplished on installed systems. The alarm company technician(s) must be present during this test that is witnessed by an Allen Fire Department Inspector. Fire Alarm Systems must be monitored by an approved service.

**Fire Protection Systems** – Acceptance testing must have been accomplished on installed systems such as fire sprinkler, hood exhaust extinguishing systems, etc. The installing company technician(s) must be present during these tests that are witnessed by an Allen Fire Department Inspector. Fire Protection Systems alarms must be interfaced with the Fire Alarm System.

**Exiting Systems** – Clear unobstructed paths to exits must be in place with correct door hardware / releasing system operational. Exit and emergency lighting must be in working order.

**Fire Rated Separations** – Required fire separations must be intact with openings protected and penetrations sealed with approved materials/devices.

**Premises Address** – The Allen Fire Code requires the posting of the street / suite address number on the front and rear of the building/suite. Place the street / suite address on the utility meters and disconnects in multi –tenant buildings.

**Fire Department Key Safe** – The “Knox Box” key safe(s) shall be mounted near the main entrance or other approved location at approximately 60 inches above the walking surface. Keys or other entry devices need to be provided for placement in the key safe.

**Note: The provisions contained herein are general in nature and may not address all situations. For further information contact the Allen Fire Marshal by email or at (214) 509-4403 or the Fire Prevention Specialist by email or at (214) 509-4408.**



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

310 Century Parkway  
Allen, Texas 75013  
Phone: 214-509-4400  
Email: [Firecad@cityofallen.org](mailto:Firecad@cityofallen.org)  
[www.allenfire.org](http://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 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 must be scheduled through the Fire Marshal's Office before 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 Prevention Division / Fire Marshal's Office**  
**310 Century Parkway**  
**Allen, Texas 75013**  
**Phone: (214) 509-4400**  
**Email: [Firecad@cityofallen.org](mailto:Firecad@cityofallen.org)**  
**<http://www.allenfire.org>**

**Fire Department Commercial Final Inspection Request**

Please provide the following information: **System Inspections must be complete before submittal**

Please leave this box blank (Office Use Only):		
Address (including suite number):		
Name of Business:		Phone:
Type of Business:	Texas Sales Tax ID # (where applicable)	Occupancy Load (per Building Dept):
Occupancy Manager / Owner Name:		Phone:
Emergency Contact Name:		Phone:
Property Owner:		Phone:
Property Owner Address:		
Who to contact for Inspection:		Phone:

Please check the following items as applicable, indicating that these items have been completed.

- Fire Lanes are marked with signs or pavement markings per City Ordinance
- Fire Hydrants face fire lanes and are painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.
- Fire Alarm System (where applicable) has been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Sprinkler / Suppression systems have been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Department Connections (FDC) must be unobstructed, including vegetation, parking space, etc. and have a Knox Company Locking Cap in place.
- Exiting systems are clear and unobstructed. Proper hardware is installed on all exit doors, per code. Dead bolts, slide bolts, bars or other similar type of securing devices are not allowed on secondary exits. Exit signs and emergency lights have battery back-up and function properly. All Exit and Emergency Lights shall be on a dedicated breaker with a breaker lock installed.
- Premise Address must be permanently affixed to the building, front and rear. Suite numbers must be placed over the main entrance and rear doors. Address placement and size/stroke requirements are available in the local fire code amendments. Utility meters (gas / electric) must have the suite number of the supplied occupant affixed.
- All fire extinguishers, including newly purchased, must be inspected and display a State Fire Marshal's Office Inspection Tag. Extinguishers must be mounted per NFPA 10.
- A "Knox Box Key Safe" is required to be installed on all buildings. Location to be determined by the Fire Marshal's Office. Shell buildings may have one Knox Box of appropriate size for all tenants. Each tenant is responsible to provide a key to the inspector at time of final inspection.
- Assembly occupancies must have a Maximum Occupancy Load Sign prominently displayed.
- System Inspections are complete. No outstanding issues remain.

The provisions contained herein are general in nature and may not address all situations. For further information, please consult the City of Allen Fire Department's locally adopted fire code amendments to the International Fire Code or contact the Allen Fire Marshal's Office.

By signing this I have read and understand the Fire Marshal's Office Policy on 'Releasing of Certificate of Occupancies'. I also attest that all requirements to obtain a Fire Department Commercial Final Inspection have been completed.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date