



**IMPORTANT INFORMATION YOU MAY NEED WHEN
APPLYING FOR THE CERTIFICATE OF OCCUPANCY**

Kyle Reeves-Building Official

817-246-4971 ext. 225

kreeves@wstx.us

RJ Schwartz-Fire Marshal

817-205-8664

rjschwartz@wstx.us

Michelle Clore-Code Dept. Administrative Assistant

817-246-4971 ext. 226

mclore@wstx.us

Texas Comptroller Office

6320 Southwest Blvd #201

Benbrook, TX 76109

(817) 377-8855

Tarrant County Public Health Dept.

1101 South Main Street

Fort Worth, TX 76104

(817) 321-4700



CERTIFICATE OF OCCUPANCY APPLICATION

214 Meadow Park Drive
 White Settlement, Texas 76108
 817-246-4971 Ext. 226
 817-246-8761 Fax
 \$75.00 C.O. Fee/ \$40.00 Fire Fee
 \$115.00 Total

Property Address: _____ Date of Application: _____
 Company Name: _____
 Type of Business: _____ Sales Tax # _____
 (office, retail, manufacturing, warehouse, storage, fuel dispensing, etc.)

Company Owner or Franchisee:

Name: _____
 Address: _____
 City, ST, Zip Code: _____
 Phone Number: _____ Drivers License Number: _____

Does your business require a state license? Yes _____ No _____
 If yes, please provide a copy.

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

FOOD PRODUCTS: on premise, _____ take out, _____ drive through window, _____
 cooking, _____ alcohol sales, _____.

HAZARDOUS PRODUCTS: painting, _____ welding, _____ vehicle repair, _____
 woodworking, _____ dry cleaning, _____ hazardous material storage, _____
 flammable or combustible materials, _____ explosives, _____ oxidizers, _____.

ZONING RELATED ISSUES: outdoor storage of materials, _____ or vehicles, _____
 outdoor display of merchandise, _____ sale of used merchandise (brief description of used
 merchandise) _____

Square footage of building: _____

Automatic sprinkler system: Yes _____ No _____

Reason for getting a CO: new owner _____ change of name _____ change of location _____

| OFFICE USE ONLY: | |
|---|--|
| Occupancy Group: _____ | Construction Type: _____ Zoning: _____ |
| Occupant Load (if assembly area): _____ | Sprinkler Required? _____ |
| Approved by Building Inspector: _____ | Date: _____ |
| Approved by Fire Inspector: _____ | Date: _____ |
| Approved by Building Official: _____ | Date: _____ |
| Certificate # _____ | Date CO issued _____ |