



# Certificate of Occupancy Permit

**A separate permit is required for each business, tenant space, and/or building**

Business Address:			Date:		
Block:	Lot:	Property ID:	Zoning:		
Property Owner:			Phone:		
Business Owner:			Phone:		
Type of Permit (check all that apply):					
<input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Occupant <input type="checkbox"/> Change of Name <input type="checkbox"/> Clean & Show <input type="checkbox"/> Land Occupancy <input type="checkbox"/> Shell Building <input type="checkbox"/> In-home daycare: Are you the Primary Resident of the in-home daycare facility?: Yes <input type="checkbox"/> No <input type="checkbox"/>					
New Business Name:			Previous Business Name:		
Type of Business:			Previous Use of Space:		
Location:			Proposed Use of Space:		
Square Footage of Business Space:			Lot Size:		
<u>Fire Sprinklers</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>Fire Alarm</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>RPZ/Backflow Installation</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Grease Trap</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
THIS APPLICATION WILL EXPIRE AFTER 180 DAYS OF INACTIVITY. NO BUSINESS SHALL OPERATE OR OPEN TO THE PUBLIC UNTIL THEIR CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED. <b>ALL PERMITS REQUIRE INSPECTION.</b>					
I HEREBY CERTIFY THAT I AM THE BUSINESS OWNER OR THEIR AUTHORIZED AGENT AND HAVE THE PROPERTY OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO CONDUCT BUSINESS. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE BUSINESS SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW OR ORDINANCE REGULATING BUSINESSES OR BUSINESS OPERATIONS.					
Printed Name of Applicant: _____			Date: _____		
Signature of Applicant: _____			Phone # (____) ____ - _____		
Applicant email: _____			Business Owner email: _____		
<b>** FOOD ESTABLISHMENTS MUST SUBMIT (1) COPY OF MENU WITH APPLICATION **</b> <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</b>					
<b>Office Use Only</b>			<b>Application Fee: \$150</b>		
Inspection Dept	Signature		Approved?	Date	
Building Inspector (903) 654-4870			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Fire Marshal (903) 654-4961			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Environmental (903) 654-4882			Yes <input type="checkbox"/> No <input type="checkbox"/>		
P&Z Manager (903) 654-4872			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Health Dept (903) 874-4724			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Engineer (903) 654-4891			Yes <input type="checkbox"/> No <input type="checkbox"/>		



## Certificate of Occupancy Application Package

City of Corsicana  
Planning and Zoning Dept.  
200 N 12<sup>th</sup> St.  
Corsicana, TX 75110  
[permits@corsicanatx.gov](mailto:permits@corsicanatx.gov)  
903-654-4870

1. **Please complete the entire Certificate of Occupancy packet and include a floor plan on 11x17 inch paper of your building/facility, including a total square footage of the building and all exits.** If you are a new business, or relocating an existing business make sure the property is within the City Limits, and verify you are using the correct address.
2. When you have completed the forms, please submit them to the City of Corsicana Planning and Zoning Department with all the required fees.
  - a. Planning and Zoning will review the zoning and the type of business you will be conducting. If it is a use permitted by right within that zoning, they return the approved application to the Building Department. If not, a Planner will contact you with the results of the review.
  - b. Once Planning and Zoning review is complete, the Building Department will review the permit and occupancy history of the building to determine if any building permits may be required prior to inspecting for occupancy.
  - c. If no additional permitting is required, the Building Department will notify you that you may move into your building. When you have completely moved in, you will need to contact the Building Department to schedule your property inspection. At that time you will be given the phone number of the Fire Department to schedule an inspection with them as well. You will need to have a responsible party at the site to allow for access and to answer any questions relating to the proposed business and facility.
  - d. When the Building Inspector, Engineer, Fire Marshal and any other necessary departments have approved the building is safe for occupancy, the Planning and Zoning Department will prepare your Certificate of Occupancy.
3. If your facility will require any alterations, additions, or remodeling of the building, site or structures you may also be required to obtain a Building Permit. This includes any electrical, plumbing, or mechanical/HVAC work. All Building Permits shall receive Final Approval prior to any Certificate of Occupancy being issued.

**The inspection may include, but not be limited to, the following items:**

- Fire Extinguisher(s) – minimum 2A, 10BC or larger rating, mounted and serviced annually, provide clear access, etc.
  - Exiting – Exit signs and emergency egress illumination (with back-up power), clear unobstructed path of egress.
  - Electrical – no exposed wiring, cover plates for junction boxes, switch & outlet covers, breakers labeled, etc.
  - Fire Protection Equipment – unobstructed access to controls, sprinklers and alarms have current inspection tag per manufacturers recommendation. No damaged, corroded or painted sprinkler heads, Commercial exhaust Hoods – clean, serviced and provided with UL 300 compliant fire extinguishing system – serviced and tagged.
  - Flammable and Combustible Liquids – contained in Approved Flammable Liquid Storage Cabinet, or other approved means of storage. Compressed Gas cylinders secured to prevent tipping over.
  - Storage and Housekeeping – arrange storage in orderly manner to provide access/egress, remove combustible storage from boiler, mechanical, electrical room, remove waste and rubbish materials from premises, etc.
  - Provide address numbering which is visible from the street. (Minimum 6” in height lettering)
  - Structural/Architectural – no holes in walls, leaky roofs/ceilings, broken windows, etc.
  - Plumbing – in working order, no danger of cross-contamination, check-valves where required, no leaks, etc.
  - Off-Street Parking – Accessible Parking striped and signed in accordance with Texas Accessibility Standards
  - Trash Enclosure – Provided in accordance with Corsicana Code of Ordinances and maintained
4. If there are any Life-Safety items in need of correction/repairs, they must be completed prior to the Certificate of Occupancy being approved. A correction notice will be issued by the Building Inspector and/or Fire Marshal. After correction/repairs have been made, call the Building Department to schedule a re-inspection to verify that the corrections have been completed.
  5. Once it has been determined that no further violations exist, the Planning and Zoning Department will prepare your Certificate of Occupancy and notify you when it is ready to pick up.



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### **Certificate of Occupancy Safety Inspection Requirements**

#### **EXITING**

- Remove obstructions from exit-ways, aisles, or exit doors.
- Exit doors to open without a key or any special knowledge/effort. Repair non-operable hardware.
- Exit doors swing in the direction of egress travel. (50 or more occupants)
- Remove storage from under unprotected stairways.
- Remove obstructions from doors required to be closed. (Do not prop open doors that are supposed to close after you pass through)
- Remove locks or latches from doors with panic hardware.
- Place the exit sign above the exit door. (50 or more occupants) Remove any exit signs on doors that are not required exit doors. Repair all non-working exit signs and exit illumination.
- Provide a sign over the main exit door stating, "This Door To Remain Unlocked When Building Is Occupied."
- Post an occupant load sign at the primary entrance to the building. (50 or more occupants)

#### **ELECTRICAL**

- Discontinue the use of extension cords. Surge protectors may be used for specific equipment, but not used as extension cords.
- Install permanent wiring for fixed and stationary appliances. Building permit required.
- Provide cover plates for all junction boxes, switch boxes, and receptacle boxes.
- Remove exposed wiring or protect in approved conduit. Building permit required.
- Provide a 30" clear space to and in front of all electrical panels.
- Label all Electrical Panel Breakers, provide a deadfront, and install blocks at unused breaker spaces.

#### **PLUMBING**

- Check all indirect waste receptors for air gap and clear drain.
- Check for hot and cold running water to hand wash sinks and food prep areas.
- Check water heater for insulated water lines, combustion air, and proper vent to exterior.
- Provide bathroom for employees and/or customers if required.

#### **FIRE EXTINGUISHERS, VERIFY WITH FIRE MARSHAL PRIOR TO INSTALLATION**

- Have the fire extinguishers serviced and tagged. (Minimum size fire extinguishers; 2A,10BC)
- Provide and mount a fire extinguisher in an approved location with clear access.
- Post a sign indicating the location of the fire extinguisher.

#### **FIRE PROTECTION EQUIPMENT, VERIFY WITH FIRE MARSHAL**

- Remove obstructions (3 ft. minimum clearance) for access and use of fire appliances and equipment.
- Secure all systems control valves in the open position.
- Provide certification test for sprinkler/stand-pipe.
- Replace missing caps on the fire department connection.



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- Provide spare sprinkler heads and/or wrench at riser.
- Replace damaged, corroded, or painted sprinkler heads.
- Hood and duct extinguishing system to be serviced and tagged.
- Remove grease from hood, duct, and filters. (Recommend professional maintenance regularly)

### **FLAMMABLE AND COMBUSTIBLE LIQUIDS, VERIFY WITH FIRE MARSHAL**

- Provide a flammable liquid storage cabinet or reduce storage.
- Provide an inside storage room or reduce storage.
- Discontinue dispensing of flammables by gravity.
- Replace lids on all storage containers not in immediate use.

### **STORAGE AND HOUSEKEEPING**

- Reduce storage to at least 24" below the ceiling and 18" below sprinkler heads.
- Arrange storage in an orderly manner to provide 36" wide paths for access/egress.
- Remove combustible storage from the boiler, mechanical, and electrical room.
- Provide a minimum 30" clearance of combustibles from heating equipment.
- Remove waste and rubbish materials from the premises.
- Relocate the dumpster to an approved location.
- Provide a minimum 30" clearance between buildings and combustible growth.
- Provide an approved metal container for oily rag storage.

### **ACCESS**

- Door hardware throughout business is lever type or push to open with no pinching or twisting.
- Aisles shall be 44" wide if product displays on both sides, 36" wide if displays on only one side.
- Customer service counter area 36" long min., depth of regular counter, 34" high max with a clear area in front of 48" long min. and 30" deep min. for parallel approach.
- Locate accessible parking spaces, refresh paint/signs if necessary. Confirm dimensions with Building Department prior to painting.

### **MISCELLANEOUS**

- Provide address numbering which are visible from the street, 6" high letters with ½" stroke.
- Provide a Knox Box and/or Keys required for Fire Department access, verify with Fire Marshal.
- Identify the fire lanes at indicated locations, verify with Fire Marshal.
- Secure the compressed gas cylinders.
- Outdoor displays of merchandise or storage, talk to Planning and Zoning.

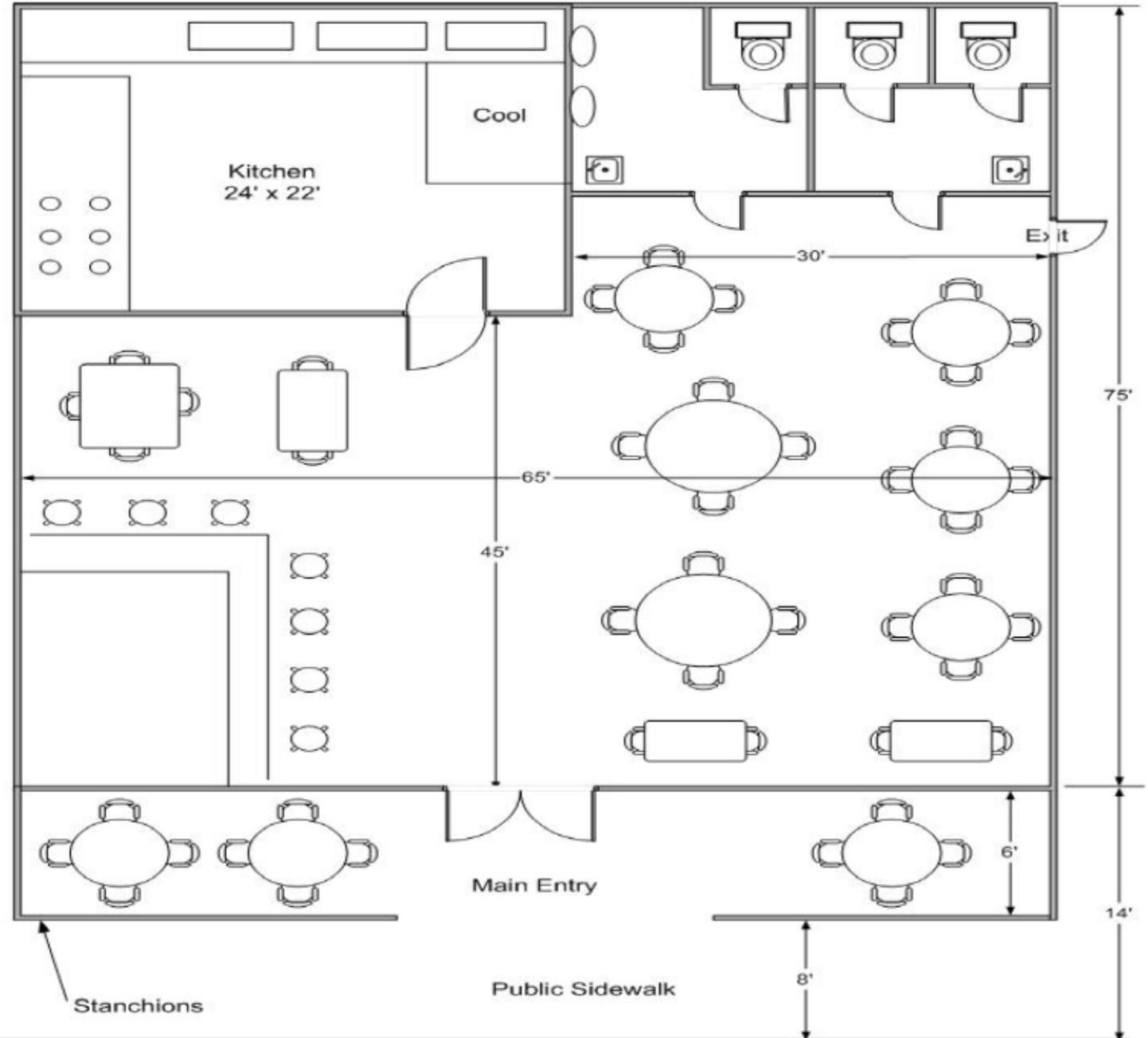
Thank you in advance for your cooperation in this matter. If you should have any questions do not hesitate to contact the Planning and Zoning Department at [permits@corsicanatx.gov](mailto:permits@corsicanatx.gov)



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## SAMPLE COMMERCIAL FLOOR PLAN



Gross Square Feet = 3300  
Net Public Area = 2180

Table seating = 34 seats  
Bar seating = 7 seats  
Sidewalk Café = 12 seats

Please keep in mind this sample floor plan is not intended to include all items required to be shown on a Certificate of Occupancy floor plan submittal. Contact Planning and Zoning for complete information at 903-654-4870 or email at [permits@corsicanatx.gov](mailto:permits@corsicanatx.gov).