



212 Main Street · Lake Dallas, Texas 75065 · (940) 497-2226 · (940) 497-4485 Fax
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Certificate of Occupancy Application

Name of Business: _____ Phone: _____ Fax: _____

Business Address: _____ Email: _____

Business Mailing Address: _____

Business Owner: _____ Phone #: _____

Home Address of Business Owner: _____

Business Sales Tax ID No.: _____

Property Owner: _____

Address of Property Owner: _____

I understand that such certification shall be issued only after an inspection of the structure by the Building Inspector has determined said structure to be in compliance with the building codes. Certification shall remain in force unless or until the code is violated or the occupancy use changes. The evaluation shall be comprised of three categories: fire safety, means of egress and general safety as defined by the International Building & Fire Code.

Applicant (Owner/Operator Occupant)

Date

- All City inspections will be scheduled the next business day after inspection request.
- Commercial changes of occupancies require a fire safety inspection. Please contact Chad Thiessen, Lake Cities Fire Dept. at **940-321-2141** to schedule the Fire Marshall Inspection.
- Food establishments must complete a health permit application and pass all required health inspections.
- New occupant must pass all required inspections before a Certificate of Occupancy will be issued.
- Complete the attached Lake Dallas Business Card File form for the Lake Dallas Police Dept. Emergency Contact List.
- Copy of Business Sales Tax ID # Certificate and copy of Drivers License.

(Office use only)

Revised 11/17/2011

New Home Fee: \$100.00
New Commercial Property: \$200.00
Commercial Change of Occupancy: \$100.00

TXU Notified _____

Permit Tech

Date

Commercial Change of Occupancy requirements:

- Required Change of Occupancy for completed and all fees paid.
- All requirements for the new occupancy classification have been met.
- Final health inspection approval (when required)
- Final fire inspection approval (required for all change of occupancies) 940-321-2141
- Building, street/sidewalk/alley clean of any trash & debris
- Landscaping/erosion control in place
- Building has at least one accessible building entrance for handicap
- HVAC units start up and work properly
- Gas meter installed/gas appliance operable
- GFCI receptacles operable and at required locations
- Electrical lights and appliances operable
- Smoke detectors installed (as required)
- Portable fire extinguisher on site
- Exit doors identified and operable from inside without a key
- Front/rear entrance lights working
- Building address posted on front of building
- All businesses must have Waste Management trash pick-up service and the dumpster must be screened.

A certificate of occupancy shall be issued where it has been determined that the requirement for the new occupancy classification have been met.

