



Town of Bartonville  
1941 E. Jeter Road  
Bartonville, TX 76226  
817-693-5280

## APPLICATION FOR CERTIFICATE OF OCCUPANCY

**This application needs to be filled out in full before it can be reviewed.**

Name of Business		Phone
Business Address		Legal Description: Lot/Block
Type of Business Activity/Use of Space (Be Specific)		Number of Proposed Occupants
Days/Hours of Operation	Number of Employees	
Zoning	Stories	Square ft being used for business
Name of Business Owner/Tenant		Address, State, Zip of Tenant (to be put on C/O)
Building Owner Name, Address, Phone (Must be different from business address)		

Is this application due to change of Ownership? ☐ Yes ☐ No

Is this application due to change of Use? ☐ Yes ☐ No

Are there sprinkler systems in place? ☐ Yes ☐ No

Are you re-occupying an existing building? ☐ Yes ☐ No

Is this a newly constructed building? ☐ Yes ☐ No

Will there be any additions, alterations or renovations to the interior/exterior of building? ☐ Yes ☐ No

Is this application due to change of Occupant? ☐ Yes ☐ No

**Please check all that apply:**

<input type="checkbox"/> Food Products	<input type="checkbox"/> Food and/or Beverage Processing	<input type="checkbox"/> Heating/Cooking of Food
<input type="checkbox"/> LP Gas	<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> On Site Alcoholic Consumption
<input type="checkbox"/> Fumigation	<input type="checkbox"/> Cellulose Nitrates Film	<input type="checkbox"/> Flammable or Combustible Materials
<input type="checkbox"/> Dry Cleaning	<input type="checkbox"/> Bales or Loose Combustible Fibers	<input type="checkbox"/> Poisonous or Hazardous Chemicals or Acids
<input type="checkbox"/> Woodworking	<input type="checkbox"/> Dust Producing Equipment/Materials	<input type="checkbox"/> High Piled Storage of Combustible Items
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Garage or Vehicle Repair	<input type="checkbox"/> Explosives or Ammunition
<input type="checkbox"/> Magnesium	<input type="checkbox"/> Reclaimed Waste Material	<input type="checkbox"/> Paint/Flammable Material

***\*If required, a health permit application and all required documents must be submitted prior to a CO being issued.***

I, (We), understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws or Ordinances of the Town of Bartonville, that I, (We), shall be subject to penalty in accordance with the provisions of the Town of Bartonville Ordinances and Zoning Ordinance or other applicable regulations. The applicant will be contacted by the Town Administrator and/or Building Inspector upon approval of the application. The \$250 fee will be due at that time and before any inspections and/or move-in.

Application is hereby made to the Town of Bartonville, Texas, under provisions of the Town of Bartonville Ordinances and zoning ordinance to use and occupy the premises for:

Applicant Signature\_\_\_\_\_

Date\_\_\_\_\_

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**For Office Use Only:**

Use Verified in Zoning District ☐ Yes

Use Verified on Land Use Table ☐ Yes

Comments (if any):\_\_\_\_\_

Sanitary Sewer ☐ \*On-Site Sewage Facility ☐

\*(if existing OSSF, letter from registered engineer/sanitarian required)

**INSPECTIONS:**

**Building Official**

Date:\_\_\_\_\_ Approved ☐ Yes ☐ No

Type of Construction: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_ Total Occupants: \_\_\_\_\_

Comments (if any):\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fire Department**

Date:\_\_\_\_\_ Approved ☐ Yes ☐ No

Fire Alarm ☐ Yes ☐ No Sprinklers ☐ Yes ☐ No

Comments (if any):\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Town Health Inspector (if applicable)**

Date:\_\_\_\_\_ Approved ☐ Yes ☐ No

Comments (if any):\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Town Designated Representative (OSSF) (if applicable)**

Date:\_\_\_\_\_ Approved ☐ Yes ☐ No

Comments (if any):\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_