



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:

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

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): _____

