

1941 E. Jeter Road  
Bartonville, Texas 76226



Telephone No.: 817-430-4052  
Facsimile No.: 817-430-9433  
www.townofbartonville.com

**OCCUPANCY PERMIT**  
**CHANGE OF OWNERSHIP/TENANCY**

**DATE:** \_\_\_\_\_

**NAME OF NEW OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DAYTIME PHONE NO.:** \_\_\_\_\_

**NAME OF PREVIOUS (CURRENT) OWNER:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Proof of waste removal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspection Fee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ CoServ \_\_\_\_\_ Argyle Water \_\_\_\_\_ Bartonville Water

**Inspection Report By Town Sanitarian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TOWN OF BARTONVILLE  
REQUIREMENTS FOR OCCUPANCY CHANGE**

1. Complete Change of Occupancy permit form.
2. Pay \$100.00 inspection fee.
3. Invoice must clearly show the company name, address, telephone number, the name of the owner of the waste hauler plus TCEQ license number and expiration date.
4. Invoice must show the name of the person collecting the waste with printed name and signature.
5. Invoice must give the date on which the collection was made.
6. Furnish the Town of Bartonville with receipt of the invoice.
7. Town Sanitarian will be notified to inspect the septic system. **(IT MUST BE UNDERSTOOD THAT INSPECTION IS LIMITED TO AN OVERVIEW OF GROUND SURFACE ABOVE LOCATION OF THE SYSTEM. THIS INSPECTION DOES NOT GUARANTEE A SATISFACTORY SYSTEM FUNCTION IN THE FUTURE.)**
8. Utilities will be notified to transfer service after the system has been approved by the Town Sanitarian.

For all of the above, contact the Town Hall at 1941 E. Jeter Road during regular business hours Monday- Friday from 8:00 a.m. to 4:30 p.m.

Town Hall telephone number is 817-430-4052.