



# CERTIFICATE OF OCCUPANCY

**\$60.00 Non-Refundable Fee**

Building Inspections Division  
1505 Precinct Line Rd.  
Hurst, TX 76054  
817-788-7088 / permits@hursttx.gov

Date of Application: \_\_\_\_\_ Zoning: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**PRINT LEGIBLY – INCOMPLETE APPLICATIONS WILL DELAY THE PROCESS**

**CHECK ONE** - Reason for Certificate of Occupancy (C.O.)

<input type="checkbox"/> New Tenant / New Location	<input type="checkbox"/> Shell Building (new construction)	<input type="checkbox"/> Clean and Show (no tenant)	<input type="checkbox"/> Other- _____
<input type="checkbox"/> Existing Business & Location - New Owner	<input type="checkbox"/> Change Business Name	<input type="checkbox"/> Changed square footage of Existing Space	<input type="checkbox"/> Temporary Power

Type of Business / Use / Occupancy:	Square footage of Space / Building?	Hours of Operation:	
Fire Suppression System?	Is there a Fire Alarm system?	Days of Operation:	

Business Name:	Applicant Name:
Business Address:	Applicant Address:
Business Email:	Applicant Email:
Business Phone Number:	Applicant Phone Number:
Contact Person / Manager:	Texas Sales Tax Certificate OR Exemption #:
** Copies of valid Driver's License and/or ID is required**	** Copies of State / Occupational Licenses are required **

**CHECK ANY / ALL THAT APPLY. Does your business involve the storage, sale, material, manufacturing, handling, and/or use of any of the following?**

FOOD PRODUCTS:	<input type="checkbox"/> on premise <input type="checkbox"/> manufactured	<input type="checkbox"/> cooking <input type="checkbox"/> packaged	<input type="checkbox"/> take out <input type="checkbox"/> alcohol	<input type="checkbox"/> drive through	<input type="checkbox"/> other / describe below
HAZARDOUS PRODUCTS: (Describe / Details below)	<input type="checkbox"/> painting <input type="checkbox"/> welding	<input type="checkbox"/> flammable <input type="checkbox"/> explosives	<input type="checkbox"/> vehicle repair <input type="checkbox"/> oxidizers	<input type="checkbox"/> wood working <input type="checkbox"/> dry cleaning	<input type="checkbox"/> other / describe below
CHILD CARE:	<input type="checkbox"/> more than 5 kids	<input type="checkbox"/> ages under 2 ½	<input type="checkbox"/> overnight stay		<input type="checkbox"/> other / describe below
STORAGE / WAREHOUSE: (Describe / Details below)	<input type="checkbox"/> combustible <input type="checkbox"/> outdoor storage	<input type="checkbox"/> vehicles	<input type="checkbox"/> raw material	<input type="checkbox"/> liquids	<input type="checkbox"/> other / describe below
MEDICAL / DENTAL FACILITY:	<input type="checkbox"/> gas <input type="checkbox"/> pediatric only	<input type="checkbox"/> overnight stay <input type="checkbox"/> blood storage	<input type="checkbox"/> surgery	<input type="checkbox"/> x-rays	<input type="checkbox"/> other / describe below
ASSEMBLY:	<input type="checkbox"/> fixed seating <input type="checkbox"/> banquet hall	<input type="checkbox"/> tables & chairs <input type="checkbox"/> chairs only	<input type="checkbox"/> indoor sports with spectator seating	<input type="checkbox"/> indoor sports w/out spectator seating	<input type="checkbox"/> other / describe below
BEAUTY / PERSONAL SERVICES:	<input type="checkbox"/> permanent makeup	<input type="checkbox"/> eyebrows	<input type="checkbox"/> nail salon	<input type="checkbox"/> hair salon	<input type="checkbox"/> other / describe below
OTHER:	<input type="checkbox"/> sale of used merchandise	<input type="checkbox"/> vehicle sales or storage	<input type="checkbox"/> kennel / vet clinic	<input type="checkbox"/> outdoor display / Material / storage	<input type="checkbox"/> other / describe below

**OTHER / DESCRIBE / SPECIFIC INFORMATION:** Use, Details, Description, Menu, Other:

**\*BY SIGNING DOCUMENT, YOU ARE AKNOWLEDGING INFORMATION AND REQUIREMENTS LISTED ON BOTH FRONT AND BACK OF DOCUMENT\***

Applicant Name – PRINT

Applicant Signature

Date

**\*\*\* SEE REVERSE SIDE FOR ADDITIONAL REQUIREMENTS AND MORE INFORMATION \*\*\***

**OFFICE USE ONLY:**

Occupancy Group:		Building Department Approval / Date:	
Occupant Load:		Fire Department Approval / Date::	
Construction Type:		Building Official Approval / Date:	
Notified:		Development /Zoning Approval / Date:	

**A BUSINESS PLAN IS REQUIRED FOR ALL SUBMITTALS, AND...**

**\*\* MINIMUM** submittal requirements include ALL of the following: *(designed to a verifiable Engineer's or Architects scale)*

- a. Site Layout, Aerial, Google Map, and/or Survey of the building and space
- b. Show the Life Safety Plan, Emergency Lighting, and Exit Signs
- c. Building / Space layout:
  - Label the use of All Rooms and Spaces
  - Provide dimensions for each room, area, space, and travel distance to exits
  - Parking Plan / Analysis
  - Furniture & Equipment Plan / Layout
  - Indicate location & direction of swing for all egress doors
  - Show / list type of door hardware
  - Show the location of the panel box and water heater(s)

**RESTAURANTS ARE REQUIRED TO SUBMIT A COPY OF THE MENU AND CONTACT TARRANT COUNTY HEALTH DEPARTMENT**

**FINAL C.O. INSPECTION REQUIRES ALL FURNITURE AND EQUIPMENT TO BE IN PLACE AND OPERATING**

**\*\* Additional information may be required upon review and / or inspections. \*\***

***Construction, alteration, demo, flatwork, trade work, sign installation, & fence repair and/or installation requires a separate permit prior to work.***

*All fees associated with the Certificate of Occupancy are **non-refundable**. The application review will not begin until the City of Hurst receives a completed application, all fees have been paid, addresses verified, business plan, floor plan, and the correct number and types of plans are received. Inspections will not occur until the permit is approved. No one shall occupy a space and/or operate a business / use until a City of Hurst approved Certificate of Occupancy is obtained.*

**Kiosks requirements:**

Provide a diagram of the general footprint of Mall area, label adjacent stores & suite numbers, and indicate the location of the proposed kiosk.

Provide a North arrow

Include square footage of kiosk

- Maximum square foot of kiosk permitted shall not exceed 300
- Minimum distance permitted between kiosks shall not be less than 4'
- Kiosks are not permitted in corridors / areas that are less than 20' in width
- Kiosks shall be a minimum distance of 20' from any storefront - (20' distance is a combined measurement from 2 opposing sides of kiosk, with no portion of the kiosk being located closer than 8' from a storefront)
- Kiosks shall be located so that it does not impede emergency egress, block store front, and/or impede accessibility.

**BY SIGNING THIS DOCUMENT,** *I hereby certify that I have read and examined this application **(front and back)** and know the same to be true and correct. All provisions of laws, ordinances, and amendments governing the proposed type of work and/or use will be complied with whether specified herein or not. The granting of a permit / Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any state or local laws including adopted codes and ordinances regulating construction, performance of construction, or the use, occupancy, staging, residence, and/or operation of any land / buildings / space / room / structure / area / type. Also, by signing this application, I request that the City of Hurst issue me and/or my business a revocable Certificate of Occupancy to conduct / operate / inhabit /specified uses on the described premises. I declare that all information / uses listed and any/all other information provided on this document, represent ALL uses / activities / business / occupancy / habitation / purpose / action / and/or operation conducted, situated, and/or located on the premises. I understand and acknowledge that additional uses / types of uses / activities / deeds / other / of the like, shall not take place without applying for, and receiving, an amended City issued Certificate of Occupancy. I understand further that if this application is approved, the Certificate holder, occupant, tenant, responsible agent, and/or person in charge is responsible for abiding by all laws, ordinances and regulations of the City of Hurst. Furthermore, I understand and acknowledge that the Certificate holder, occupant, tenant, and/or agent in charge will maintain in perpetuity the terms, conditions, and covenants of any site plan, plat, and/or permits affecting the premises and remove any nonconforming signage, structures, uses, nuisances, other violations and/or of the like, as required by ordinances / laws.*