



# CERTIFICATE OF OCCUPANCY APPLICATION

City of Lindale  
P.O. Box 130 /105 Ballard Dr.  
Lindale, TX 75771  
Phone: 903-882-6861 Fax: 903-881-8170  
Email: [jselag@Lindaletx.gov](mailto:jselag@Lindaletx.gov)

Application Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Type of C/O:  Commercial \$80.00  Residential \$80.00  Clean and Show (No Occupancy Allowed) \$40.00

Business Name: _____	Office # _____
Business Address: _____	Suite # _____
Business Contact Name: _____	Phone # _____
Mailing Address, City, State, Zip Code: _____	
Email: _____ (If you would like certificate of occupancy emailed once approved)	

Reason for C/O:  New Business  New Owner  Name Change  Relocation  Building Use Change

Business Use:  Retail  Restaurant  Wholesale  Religious  Office  Industrial  Service  
 Other: \_\_\_\_\_

Remodeling: Will there be any remodel?  No  Yes\* If yes, I understand that the use is limited to the proposed use I have described, any repairs, remodeling or alterations are not permitted without first obtaining building permit. If, Commercial it must meet all ADA requirements.

Permanent Sign: Will signs be installed or refaced?  No  Yes\* If yes, a sign permit is required.

I am requesting service at this location:  Electric  Water \* If the certificate of occupancy is not approved, services will be disconnected.

Owner of the Building: _____	Phone # _____
Address, City, State, Zip Code: _____	

Grease Trap:  Yes  No      Fire Sprinkler:  Yes  No      Smoke Alarms:  Yes  No

Will food or beverage be manufactured, packaged, stored, distributed, sold or pre-pared in any manner other than vending machines?  Yes  No

**Does your Business involve storage, sale, or use of the following?**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Flammable or combustible liquids (10 gal. or more) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alcohol Sale /on-site consumption                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| High piled storage of combustible items            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dust producing equipment or materials              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Compressed gasses or Lp Gas                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Explosives, Ammunition or Fireworks                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Magnesium or Paint/Flammable Materials             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Poisonous or Hazardous Chemicals or Acids          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

# Requirements for C/O Inspection

(Covers most Cases)

All Commercial businesses in Lindale must have a Certificate of Occupancy. This includes new business, business name changes, new location of business, or expansion of business.

## **Copies of required documents listed below must be submitted with your application if applicable**

- DBA ("Doing Business As" --County Clerks Office--200 E. Ferguson, Tyler, TX-- 903-590-2600
- Federal Tax ID #-IRS.gov --SS-4 form to apply for fed tax ID.
- Texas Sales and Use Permit-- If you will be collecting Sales tax-- State Comptroller-- 3800 Paluxy Dr. Suite 300, Tyler, TX—903-534-0333 If you will be collecting Sales tax.
- Address numbers over the door or building minimum 6 inches (readable from road)
- Electrical panel that is sealed, labeled, intact, grounded, and has proper clearance.
- 5 lb. ABC tagged fire extinguisher (minimum of one) at each Exit Door.
- Exit signs

## **Restaurant:**

- All of the above
- Tagged fixed hood system (grease laden vapors appliance) or open flame cooktops
- 20 rated BC portable fire extinguisher of Special K (grease laden vapors)
- Occupancy Content
- Grease Trap Ordinance Compliance Required
- **No open cooktops are allowed in Commercial Occupancies unless protected with vent-a-hood with fire extinguisher system.**

**NOTICE TO APPLICANT:** Occupancy is not permitted before Certificate of Occupancy is issued. A certificate of occupancy will not be issued on any building or structure, or portion thereof, until all provisions of the code or other Ordinances of the City of Lindale are met. Property must have a final inspection prior to issuance of Certificate of Occupancy. Call 903-882-6861 to schedule inspection. Upon approval, you can pick up your certificate or can be emailed. Any certificate of occupancy issued based on incorrect information supplied on this application may be revoked. Signature of occupant's agent constitutes approval for city employees to enter the property for necessary inspections.

## **Receipt & Acknowledgement**

**This form shall be signed by the applicant prior to approval of Certificate of Occupancy permit application.**  
**This form will be attached to the approved Certificate of Occupancy permit on file.**

I have read the information provided in the Certificate of Occupancy Application and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I hereby agree to comply with all State and Local laws and Ordinances.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_