

# CERTIFICATE OF OCCUPANCY (CO) CHECKLIST



City of Dallas

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. A Certificate of Occupancy **does not authorize construction** of any type.

### NO CHANGE OF USE - CERTIFICATE OF OCCUPANCY

- 1. Completed permit application.
- 2. Completed Certificate of Occupancy information sheet.

### CHANGE OF USE - CERTIFICATE OF OCCUPANCY

- 1. Completed permit application.
- 2. Completed Certificate of Occupancy information sheet.
- 3. Submit two (2) sets of the following drawing documents drawn to a standard scale and fully dimensioned. All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11" x 17" and a maximum of 36" x 48", "E" size:
  - Site plan of the entire property showing all property lines and parking spaces. The site plan must show the location of the tenant space and the locations of all other tenant spaces on the property
    - with their suite numbers.
  - Exception: Building floor key plan does not need to be to scale, but must show the location of the tenant space and all other tenant spaces on that floor. Identify tenant spaces by their suite number.
  - Floor plan of the entire tenant space showing the areas to be occupied with each room identified as to its use.
  - Provide a complete parking analysis for every tenant space on the property. List the type of business and the area in square feet of each tenant space, occupied or vacant, on the site plan.

### ADDITIONAL REQUIREMENTS OR SPECIAL PROVISIONS

In addition to the requirements listed above for a CO, the following land uses will require additional information for plan review. Please schedule an appointment with a consultant for more information.

- 1. A building permit will be required if there is no record of a permit previously issued to create the tenant space. Ask the property owner to contact this office for more information.
- 2. Personal services.
  - Floor plan of the entire tenant space showing the areas to be occupied with each room identified as to its use. Show furniture on the same plan or you can provide a furniture plan on a separate floor plan sheet.
  - Signed and notarized Affidavit for Certificate of Occupancy from the business owner.
  - If applicable, a copy of a state license from each employee providing the personal service.

# CERTIFICATE OF OCCUPANCY (CO) CHECKLIST

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

### ADDITIONAL REQUIREMENTS OR SPECIAL PROVISIONS (CONTINUED)

- 3. Places of religious worship, theaters, dance halls, labor halls, commercial amusement uses, restaurants with a total area of 750 sq. ft. or greater and other assembly occupancies (Occupancy Groups A) as defined in the Dallas Building Code.
  - Floor plan of the entire tenant space showing the areas in square feet of each different floor area to be occupied and its proposed occupant load factor in accordance with Chapter 10 of the building code. Identify seating and dance areas, standing room areas for lines and business or circulation areas.
  - Identify all exits and list type of panic hardware used at each exit.
  
- 4. Warehouses, storage facilities and other storage occupancies (Occupancy Groups S) as defined in the Dallas Building Code.
  - Floor plan of the entire tenant space showing the areas in square feet of each different floor area designated for storage and other uses.
  - High-pile storage (storage over 12 ft.) will require engineered plans.
    - Provide a complete inventory and MSDS sheets for each different material, especially HAZMAT, being stored as required in the Dallas Building Code or Dallas Fire Code. Any material being stored above the quantity limits allowed by code may require a building permit for fire-rated construction and hazardous occupancy (Occupancy Groups H).
  
- 5. Manufacturing facilities and other factory occupancies (Occupancy Groups F) as defined in the Dallas Building Code.
  - Floor plan of the entire tenant space showing the areas in square feet of each different floor area designated for manufacturing, storage of raw materials and other uses.
  - High-pile storage (storage over 12 ft.) will require engineered plans.
    - Provide a complete inventory and MSDS sheets for each different raw material, especially HAZMAT, being stored and used as required in the Dallas Building Code or Dallas Fire Code. Any material being stored above the quantity limits allowed by code may require a building permit for fire-rated construction and hazardous occupancy (Occupancy Groups H).
  
- 6. Any land use requiring alcohol certification. Refer to Alcohol Measurement Certification Application Checklist.

**NOTE:** Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that staff cannot accept incomplete applications or illegible plan review documents.**

# COMMERCIAL BUILDING PERMIT PROCESSING OR CERTIFICATE OF OCCUPANCY INFORMATION SHEET



NOTE TO APPLICANT: Please complete this information sheet as accurately as possible. A customer service plans examiner can help you complete this form whenever you require assistance. Missing or incorrect information could delay processing of your permit application.

<b>PROJECT ADDRESS:</b>			
<b>APPLICANT:</b>		<b>PHONE NO:</b>	

<b>BUILDING DATA</b>			
NEW BUILDING USE:			
EXISTING BUILDING USE:			
PROJECT CONSTRUCTION AREA (SQ. FT.):		OCCUPANCY GROUP (CHAP. 3, IBC):	
BUILDING CONSTRUCTION TYPE (CHAP. 6, IBC):		NUMBER OF STORIES OR FLOOR LEVELS:	
BUILDING SPRINKLERED?	<input type="checkbox"/> ALL	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> NONE

<b>PARKING ANALYSIS</b> (Required Number of Parking Spaces = Tenant Space Area divided by Parking Space Ratio) Exception: Not required if there is no change of building use.			
TENANT SPACE USE	TENANT AREA (GROSS SF)	PARKING SPACE RATIO	REQUIRED NUMBER OF PARKING SPACES
OFFICE		333 SF	
WAREHOUSE		1,000 SF	
RETAIL		200 SF	
COMM AMUSE/RESTAURANT/BAR/ASSEMBLY		100 SF	
CHURCH (Enter number of seats in the sanctuary)		EVERY 4 SEATS	
MULTI-FAMILY		500 SF	
FACTORY		600 SF	
OTHER			
TOTAL NUMBER OF PARKING SPACES REQUIRED:			
TOTAL NUMBER OF PARKING SPACES PROVIDED:			

<b>APPLICATION COMMENTS</b>