



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

CERTIFICATE OF OCCUPANCY (CO)

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (1 of 2)

A Certificate of Occupancy **does not authorize** construction of any type.

SAME USE AS PREVIOUS USE - CERTIFICATE OF OCCUPANCY

- 1. Please see *ADDITIONAL REQUIREMENTS OR SPECIAL PROVISIONS* below.

CHANGE OF USE - CERTIFICATE OF OCCUPANCY

- 1. Please see *ADDITIONAL REQUIREMENTS OR SPECIAL PROVISIONS* below.
- 2. Site plan, drawn to scale and fully dimensioned, 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.
- 3. Floor plan, drawn to scale, of the entire tenant space showing the areas occupied with each room identified as to its use.
- 4. Provide a complete parking analysis for every tenant space on the property.
- 5. Be able to 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 review. Please schedule an appointment with a consultant for more information. A building permit may 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. A building permit and other trade permits may also be required as a result of the Certificate of Occupancy review.

- 1. Personal services (Examples include barber/beauty shop, shoe repair, a tailor, an instructional arts studio, a photography studio, a laundry/cleaning pickup/ receiving station, a handcrafted artwork studio, etc.).
 - 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.

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ADDITIONAL REQUIREMENTS OR SPECIAL PROVISIONS (continued)

- 2. The display or sale of smoking paraphernalia commonly used, or commonly known to be used, for the inhalation of tobacco or illegal substances (except rolling papers, tobacco cigarettes or cigars) requires an *SUP*. Additionally, you must register a 'paraphernalia shop' in accordance with Chapter 12B of the Dallas City Code.
- 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, drawn to scale, 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, type of seating, standing room areas for lines and business or circulation areas.
 - Identify all exits and list type of door hardware and 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, drawn to scale, 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, drawn to scale, 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.
 - Storage of commodities over 12 feet high is considered *High Piled Storage*. *Racking systems* (shelving) may only be installed with a building permit and required 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*.
- 7. If the new use includes areas where food/ice or beverages are manufactured, packaged, stored, distributed, sold, or prepared excluding vending machines, then provide:
 - Scaled floor plans showing equipment and plumbing fixtures layout including floor drains.
 - Scaled plans showing finish schedules for floors, walls, and ceilings.
 - Menus and cut sheets of equipment being installed, if available.

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

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

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