

## **Development Services Department**

320 E Jefferson Blvd, Dallas TX 75203 (214) 948-4480

### TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

APPLICATION INFORMATION

By signing this document, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, complete plans, and a new checklist will be required for resubmittal for review. This resubmittal will be treated as new application and will be processed in the order of receipt.

### OTHER REQUIREMENTS OR SPECIAL PROVISIONS

PROJECT ADDRESS		
FRUJEU I ADDRESS		

- 1. All Temporary Certificates of Occupancies must be applied for on a provided application and filed in the District Office responsible for the location.
- The TCO application shall include a requested period in which it will be valid. After the application is reviewed and approved, the District Manager or representative shall set a period during which the TCO is valid
- 3. A TCO Inspection Request, will be issued to the applicant after a \$500.00 fee has been paid
- 4. The TCO includes information on requesting inspections. All trades listed on the TCO shall be requested for inspection, and approved in order to issue a valid TCO

# NOTE: A TCO will expire. When the TCO expires the holder must obtain a Certificate of Occupancy or cease the use or occupancy

- 5. TCO extension may be granted for a 30-day period. The applicant or the applicant's agent shall file letterhead or a notarized letter requesting an extension within 30 days prior to the expiration of the TCO. An additional fee of \$250.00 shall be paid for each 30-day extension.
- 6. A TCO will not be issued if there is an outstanding code compliance, or life safety issue
- 7. If "Fire Inspections" are a part of the project, the fire inspector will need to approve life safety before a TCO can be issued

#### **ACKNOWLEDGEMMENT**

, Discon Drive	have read and a	cknowledged the above information		
Please Print				
Signature	Date:	Email		

Staff cannot accept incomplete or illegible documents

JOB	
FILE NO.	



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FOR OFFICE USE ONLY RELATED MASTER PERMIT #.	
RELATED(FULL) CO #	

### TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) APPLICATION

DATE		USE OF PROPERTY						ADDRESS OF PROJECT									
														Trup			
OWNER/TENANT-OCCUPANT				ADDRE	ADDRESS			CITY						ST	ZIP		
DBA APPLICANT				NAME	IAME				APPLICAN	T COMF	PANY N	AME					
ADDRESS CITY						ST	ZIF	<b>D</b>	PHONE		EMAIL						
REQUESTED TIME PERIOD FOR TCO TO BE VALID DAYS*				НЕАГТН		HEALTH PERMIT REQUIRED? ☐ YES ☐ NO											
TIME PERIOD SHALL BE A	APPROVED	AND MAY NOT BE APPR	OVED AS REQUESTED	單	HEA	LTH PERMI	I NUMBE	.R									
REQUESTED OCCUPIED PORTION (Briefly describe the portion requesting to be occupied. If it is the entire structure state "All")									REASON FOR TCO (SELECT ONE REASON BELOW)								
		очрточ. 11 11 10		iaro otato 7	,			☐ Landscaping ☐ Health ☐ Building									
								Other	r (Explai	in)							
	WILL YOU SERVE ALCOHOL? ☐ YES ☐ NO DO YOU HAVE A DANCE FLOOR? ☐ YES ☐ NO																
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE  HAT IF A CO APPLICATION IS GENERATED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED  WITH WHETHER HEREIN SPECIFICED OR NOT. I AMTHE OWNER OF THE PROPERITY OR THE DULY AUTHORIZED AGENT.  PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE INSPECTIONS																	
					BEL	OW FO	R OFF	FICE	USE	ONI	LY						
BLOCK	LOT			☐ Health ☐ Building ☐ YES Permit				□ NO			OCCUPANCY CONSRRUCTION			ГҮРЕ	REQ PARKING		
PRO PARKING	-	NONE □ BA	SPRINKLER:	RTI∆I □ ∆I		STORIES		NG UNITS SQ FOOTAGE PARKING AGREEMENT OCCUPANCY LOA						PANCY LOAD			
DANCE FLOO  ☐ YES ☐ NO	□ NONE       □ BASEMENT       □ PARTIAL         ANCE FLOOR       ALCOHOL       BASE ZONING         □ YES       □ NO					SUP	SUP BOARD OF ADJUST					ED RESTRICTIONS					
REMARKS	<u> </u>			<u> </u>	l			1									
		LIF	E SAFTEY	,				COMMENTS					FEE CALCULATIONS				
TRADE COMPL			ETE		DATE							TOTAL FEE \$500.00					
														MANAG	ER Al	PPROVAL	
														INITIAL			
														DATE			