



# Planning and Development Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

DATE

## ADMINISTRATIVE CERTIFICATE OF OCCUPANCY APPLICATION

NAME OF BUSINESS				STREET ADDRESS OF BUSINESS		BLDG AND SUITE NO
BUSINESS OWNER(OCCUPANT)				ADDRESS		CITY
STATE	ZIP CODE	PHONE	EMAIL			
APPLICANT (IF DIFFERENT FROM BUSINESS OWNER(OCCUPANT))			ADDRESS			CITY
STATE	ZIP CODE	PHONE	EMAIL			
CURRENT C.O. NUMBER						
What is the square footage of the tenant space or building? _____ Square Feet						
<input type="checkbox"/> YES <input type="checkbox"/> NO		Is this a change in use of land, tenant space or building?				
LIST ALL CHANGES REQUESTED						
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.						APPLICANT'S SIGNATURE