



BUILDING INSPECTIONS & PERMITS DEPARTMENT

114 S CENTRAL ST | FERRIS TEXAS

972-544-2110

permits@ferristexas.gov

CERTIFICATE OF OCCUPANCY APPLICATION

Applicant Information

Name:

Date:

Street Address:

Street Address

Apartment/Unit#

Phone Number:

Email:

Relation to Project:

Owner

Contractor

Other:

Project Information

New Use

New Occupant

New Owner/New Business

Owner, Tenant, or Business Name:

Project Address:

Street Address

Apartment/Unit#

Lot:

Block:

Parcel ID Number:

Total Sqft:

Total Occupancy:

Intended Use of Space:

Tenant Information

If different from applicant

Name:

Street Address:

Street Address

Apartment/Unit#

Phone Number:

Email:

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Business/Property Use

Church	Institutional	Office	Retail	Warehouse
Distribution	Manufacturing/Assembly	Restaurant	Service	Wholesale

Other:

Is this a sublease space:	Yes	No	Is building equipped with automatic fire sprinkler?	Yes	No
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Does your business involve the storage, sale, or use of the following:

(Check all that apply)

Painting w/ Flammables	Recycling Waste	Alcohol
Combustible Fibers	Magnesium	Smoking
Cellulose Nitrate Film	Vehicles in Building	Fireworks
Compressed Gas	Vehicle Repair Garage	Dry Cleaning Solvents
Dust Producing Process	Liquid Propane Gas	Woodworking
Explosives/Ammunition	Welding or Cutting	Floor Drains in Building
Food Products	X-ray Development	Poisonous or Hazardous
Flammable/Combustible	High Piled Stock (over 12ft in	Chemicals/Acids
Liquids (10 gallons or more)	height)	
Food and/or Beverage		
Processing, Storage, or Sales		

Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials

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Requirements

Complete application – application must be complete including a site plan, copy of driver's license, and any applicable fees.

Parking/Landscaping – all required parking must be on concrete, show measurements of parking areas and landscape areas, note type of landscaping.

Dumpster – Dumpster is not required, but if present it must have a masonry wall around the wall and metal doors. Show the location on the parking/landscaping plan.

Building Inspection – Call the building department for the inspection. This should be done once the business is ready to be open to the public.

Fire Inspection – Call Fire Chief to schedule a fire inspection. The inspection should be done PRIOR to the business being ready to open to the public.

Landscape Inspection – Call Public Works for the inspection.

Screening Wall – Any property line adjacent to a residential area requires a masonry screening wall.

Application Policy Acknowledgement

By signing below, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Signature:

Name:

Date: