



# CITY OF DUNCANVILLE Application for Certificate of Occupancy

**PLEASE PRINT CLEARLY**

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Duncanville, TX Zip Code: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**APPLICANT PLEASE ANSWER ALL QUESTIONS**

Type of Business:

Office  Retail  Manufacturing  Restaurant

Other  Please explain: \_\_\_\_\_

To Be Used Only As: \_\_\_\_\_

Square Footage Occupied by Tenant: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

Number of Employees or Workers (including business owner) occupying unit: \_\_\_\_\_

Normal Operating Hours: \_\_\_\_\_

**PROPERTY OWNER/MANAGEMENT INFORMATION**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

- Yes No I understand that signs and banners require separate permits that must be obtained prior to installation.
- Yes No Are you responsible for connecting any of the following utilities: Electric, Water or Gas?
- Yes No I understand that a permit is required for a Gas Pressure Test and an additional inspection is required before gas service can be released to ATMOS.
- Yes No Do you have an irrigation system
- Yes No I understand a separate permit is required before the owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system.

Yes No Do you store poisonous or hazardous materials, chemicals, etc.? Provide additional information:  
\_\_\_\_\_

Yes No Do you use or store flammable liquids or combustible liquids (in quantities exceeding 10 gals.) inside a building? Please describe: \_\_\_\_\_

Yes No Do you use or store compressed gases, chemicals/acids exceeding 500 lbs. or 500 gals? Provide additional information: \_\_\_\_\_

Yes No Do you use or store liquid propane gas? Provide additional information: \_\_\_\_\_  
 \_\_\_\_\_

Yes No Does your building or business have paint shops/paint booth?

Yes No Will there be any spray painting?

Yes No Are you sanding or producing any kind of dust? If so, what prevention measures are being taken?  
 \_\_\_\_\_

Yes No Does your building or business have above ground/underground tanks?

Yes No Do you have gate installations crossing fire lanes and/or fire access roads? If so, Knox Equipment required.

Yes No Does your building have a fire sprinkler? (NOTE: All new buildings of 6,000 square feet or more require a sprinkler system)

Yes No Does your building have a fire alarm?

Yes No Will food be manufactured, packaged, stored, distributed, sold or prepared?

Yes No Does your building have a restaurant hood system?

Yes No Will alcohol be manufactured, packaged, stored, distributed, sold or prepared?

Yes No Will you be applying to the TABC for a mixed beverage permit?

Yes No Will you be applying to the city and the TABC for a private club permit?

Yes No Will any events be held at this location?

Yes No Does your business have storage of product or supplies on pallets, exterior or interior?

Yes No Is your business a day care/private school/nursing home/assisted living/group home?

**APPLICANT INFORMATION**

**I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. I UNDERSTAND THAT SUBMITTAL OF THIS APPLICATION IN NO WAY IMPLIES ACCEPTANCE OF CERTIFICATE OF OCCUPANCY OR PERMISSION TO OCCUPY SPACE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVENING THIS USE AND OCUPANCY WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A CERTIFICATE OF OCCUPANCY NEITHER AUTHORIZES THE VIOLATION OF ANY FEDERAL OR STATE STATUE OR CITY ORDINANCE, NOR NEGATES ANY DEED RESTRICTION.**

Applicant Name: \_\_\_\_\_

Driver's License/ID No: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No. : \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

For applications submitted electronically, please type in your name as acknowledgement. Completed applications can be submitted to: [permits@duncanville.com](mailto:permits@duncanville.com)

# INFORMATION SHEET

## Building Inspection

Building Inspection -Information	972-780-5041
Health Sanitarian	972-780-4963
Building Official	972-780-5042

## Public Works

Water/Wastewater - Information	972-780-4900
Cross-Connection Inspector	972-780-5079

## Fire Department

Fire - Information	972-780-4920
Fire Marshal	972-780-5049
Fire Inspector	972-780-5047

## Economic Development

Director	972-780-4997
Coordinator	972-780-5090

**For information on Knox Lock Program, contact Fire Marshal's Office.**

- **For new occupancy inspections, the building must be 90% ready at the time of inspection unless authorized by the Building Official.**
- **Inspections must be completed before a Certificate of Occupancy will be issued.**
- **Smoke detectors and fire extinguishers (a minimum of a 5lb. ABC) are required in all businesses.**