



## **Certificate of Occupancy Application Packet**

### **Application will not be accepted without the following information:**

Please review the attached information to assist you in the completion of the application. All forms must be filled out **completely and legibly**. The following items are required for submission:

- Completed *Certificate of Occupancy Application Form* (attached)**
- Payment of \$180.00 (Check payable to “City of Rowlett”, Card or Cash accepted)**
- Floor plan showing the following information: (separate sheet of paper)**
  - Interior layout of building or suite
  - Bathrooms
  - Water heater
  - Placement of all EXIT signs
  - Dimensions
  - Address labeled, including suite/building numbers
  - Fire extinguishers
- A parking layout showing the number of available on-site vehicular parking spaces**
- Completed *Business Emergency Contact Information Form* (attached)**
- Letter describing business (i.e. what kind of business will be conducted on premise)**

### **Please submit the CO Application packet to:**

City of Rowlett  
Building Inspections Office  
5702 Rowlett Road  
Rowlett, TX 75089  
Phone: 972-412-6125 or 6217

*NOTE: The **Alarm Permits Application** is processed through the City of Rowlett Police Department. If you need to apply for an alarm permit, the application may be obtained through the Police Department. Please call Rowlett Police Department’s Alarm Program at 972-831-7494 or go online to <http://www.rowlett.com/DocumentCenter/View/9023>. Please note alarm permits are not transferable. Therefore, if the business has been sold, the new owner must apply for their own alarm permit.*

*Mayor* ~ Tammy Dana-Bashian  
*Mayor Pro Tem* – Martha Brown  
*Deputy Mayor Pro Tem* ~  
Matt Grubisich  
*City Council* ~  
Robert Blake Margolis  
Brownie Sherrill  
Whitney Laning  
Pamela Bell

*City Manager* ~ Brian Funderburk



*City of Rowlett*  
4000 Main Street  
Rowlett, TX 75088

*Phone* ~ 972.412.6100  
*Fax* ~ 972.412.6118  
[www.rowlett.com](http://www.rowlett.com)

*A unique community where families  
enjoy life and feel at home*

Dear New Business,

Welcome to Rowlett and thank you for choosing to invest in our City! Our community is home to over 62,000 residents who make Rowlett a place we are proud to call home. Just 20 minutes east of downtown Dallas, Rowlett rests on two peninsulas reaching out into Lake Ray Hubbard with more than 30 miles of lovely shoreline, making us one of only a handful of communities in the region offering this type of lakeside living. In Rowlett, you'll find award-winning schools, unique shopping opportunities, affordable homes, top quality health care, an outstanding regional hospital, beautiful lakeside parks, a variety of community entertainment and special events and much, much more. I am so grateful to our wonderful business community for providing a such diverse array of employment, shopping, dining and entertainment options...and I'm happy to have you join us!

With direct access to IH 30, the President George Bush Turnpike and the DART Blue Line light rail, Rowlett has become a prime location for new development. Our location, transportation access, business-friendly environment, and outstanding quality of life make Rowlett the destination of choice for locating or expanding a business in an attractive, affordable city with all the added amenities offered by a vibrant lakeshore community.

The City of Rowlett and Rowlett Chamber of Commerce maintain a strong partnership to assist and grow our business community, and we encourage you to join the Rowlett Chamber. The Chamber offers a multitude of networking events, lunch & learns, and marketing/advertising opportunities, visit them at [RowlettChamber.com](http://RowlettChamber.com). The City's Economic Development Department has a Business Retention & Expansion Program, a comprehensive business directory, and amazing resources on their website - [RowlettOnTheMove.com](http://RowlettOnTheMove.com).

Every business is important in Rowlett, from small neighborhood shops to large companies. The Mayor, City Council, and City staff are all here to encourage strong economic growth, support existing businesses, and provide efficient and effective municipal services to our citizens and our business community.

Sincerely,

A handwritten signature in blue ink that reads "Tammy Dana-Bashian".

Mayor Tammy Dana-Bashian





# Application for Certificate of Occupancy



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

Business Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Zip: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Phone #: \_\_\_\_\_ Tenant Email Address: \_\_\_\_\_

Tenant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(MUST BE DIFFERENT FROM BUSINESS ADDRESS)

Tenant's Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Building Owner Name: \_\_\_\_\_ Building Owner Phone #: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
(MUST BE DIFFERENT FROM BUSINESS ADDRESS)

**Check Applicable Boxes Below:**  New Business  Name Change  Owner Change  Change of Location  Lost Certificate

Use of Building Primary & Incidental Uses (Be Specific): \_\_\_\_\_

Total Occupied Area in SQ. FT \_\_\_\_\_ Fire Sprinkler? \_\_\_Yes \_\_\_No

Number of Employees? \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_ Days/Hours of Operation: \_\_\_\_\_

Existing Rowlett Company? \_\_\_Yes \_\_\_No New Start-Up Company? \_\_\_Yes \_\_\_No

Relocating?  Yes  No If Yes, From Where? \_\_\_\_\_

Estimated Capital Investment In This Project? (REQUIRED) \$ \_\_\_\_\_

### Does Your Occupancy Involve (Please Check Appropriate Uses)

- |  |  |
|--|--|
| <input type="checkbox"/> Alcoholic Beverages                                 | <input type="checkbox"/> Coin Operated Games (8 Liners, Etc. How Many?)                                  |
| <input type="checkbox"/> Daycare   | <input type="checkbox"/> Compressed Gasses (LPG, Etc.)   |
| <input type="checkbox"/> Explosives/Ammunition/Fireworks                     | <input type="checkbox"/> Semi-Conductor  |
| <input type="checkbox"/> Assisted Medical Care Office (More Than 5 Patients) | <input type="checkbox"/> Reclaiming Waste Materials  |
| <input type="checkbox"/> Welding or Open Flame                               | <input type="checkbox"/> Spray Painting  |
| <input type="checkbox"/> Woodworking/Dust Producing Equipment                | <input type="checkbox"/> Other Hazards (Specify) _____   |
| <input type="checkbox"/> Food and/or Beverage Processing, Storage or Sales   | <input type="checkbox"/> 12 Ft. Height (Inside Building)   |
| <input type="checkbox"/> Outdoor Vehicle Service/Garage Vehicle Repair       | <input type="checkbox"/> Number of SQ. FT. Storage Over 15 Feet in Height (Inside Building)              |
| <input type="checkbox"/> Poisonous or Hazardous Chemicals/Acids              | <input type="checkbox"/> Flammable Liquids or Gases Outdoor Storage or Display (30 Gallons or More Only) |

### NOTICE TO APPLICANT:

It is punishable by a fine of up to \$2000.00 to operate a business or to use or occupy land or buildings (other than single-family or duplex dwellings) without first having obtained a Certificate of Occupancy. If it is necessary to make more than two inspections, the third inspection and all re-inspections thereafter will be \$50.00 each, payable before re-inspection. Places where alcoholic beverages are sold, amusement Centers, Food Service Establishments, Massage Establishments and Repair Shops must also obtain a separate license before issuance of the Certificate of Occupancy. There is a \$25.00 fee to replace lost or misplaced Certificate of Occupancies. Before a certificate of occupancy can be issued, the building or proposed use must comply with all building and health laws and ordinances and the City's zoning regulations. Any certificate of occupancy issued on the basis of incorrect information supplied on this application may be revoked. Signature of occupant's agent constitutes approval for the city employees to enter the property for necessary inspections. I, the occupant, understand that I cannot operate a business or use or occupy the building without first obtaining a Certificate of Occupancy. I understand further that if this application is approved, the Certificate holder is responsible for abiding by all laws, ordinances and regulations of the City of Rowlett, and that the Certificate holder will maintain the terms, conditions and covenants of any site plan affecting the premises."

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Applicant Name Printed \_\_\_\_\_

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

Date \_\_\_\_\_

**Planning:**  
Approved

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Engineering:**  
Approved

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Environmental  
Health Services:**  
Approved

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Public Works:**  
Approved

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Fire Marshal:**  
Approved

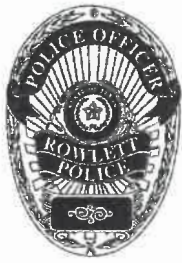
By: \_\_\_\_\_

Date: \_\_\_\_\_

**Building Official:**  
Approved

By: \_\_\_\_\_

Date: \_\_\_\_\_



Rowlett Police Department  
 ATTN: CO Wilson/Dispatch  
 4401 Rowlett Rd.  
 Rowlett, TX 75088  
 Email: [rwilson@rowlett.com](mailto:rwilson@rowlett.com)

For Police Dispatch Use only	Date Completed: _____
	Date Received: _____

**BUSINESS EMERGENCY CONTACT INFORMATION**

**Please complete this form (front and back) and return it to our representative at the above listed address. This form can also be found on our website at [www.rowlett.com](http://www.rowlett.com) under E-Services Online Forms for Police tab. This information is used in the event of an After-Hours Emergency.**

***Please fill out a new form if any of the information changes at a later date.***

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

Business Type: (circle one) Retail, Service, Manufacturing, Office, Medical or Other \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Suite Number: \_\_\_\_\_

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

Hours of Operation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

**Emergency Contacts (Other Than Owner – Must Have At Least One):**      **Building Key:**    **Yes**    **No**

1.	_____	Hm: _____	( )	( )
		Cell: _____		
2.	_____	Hm: _____	( )	( )
		Cell: _____		
3.	_____	Hm: _____	( )	( )
		Cell: _____		

**Business Owner Information**

Owner Name: \_\_\_\_\_  
Owner Business Number: \_\_\_\_\_  
Owner Home Number: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Owner City: \_\_\_\_\_ Owner State: \_\_\_\_\_

**Building Owner Information**

Building Owner Name: \_\_\_\_\_  
Building Owner Address: \_\_\_\_\_  
Bldg. Owner City: \_\_\_\_\_ State: \_\_\_\_\_  
Building Owner Home Number: \_\_\_\_\_  
Building Owner Business Number: \_\_\_\_\_

**Gate Code**

Gate Code for building: \_\_\_\_\_

**Business Owner Remarks/Additional Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do not complete below this line (for Police Dispatch use only)**

Grid: \_\_\_\_\_  
Disp. Zone: \_\_\_\_\_  
Cross Streets: \_\_\_\_\_  
\_\_\_\_\_

## Certificate of Occupancy Process

Entire process from submittal to issuance of certificate typically takes 10-14 business days for applicants that do not have conflicts with zoning and are in compliance with the code.

1. Submittal - the application, all supporting documents and the application fee are submitted to the Development Services Building – 5702 Rowlett Road, Rowlett, TX 75089
2. Processing - the Development Services Technician will process the application and payment, assign a certificate #, and print internal documents
3. Zoning - the zoning and use for the property will be verified. If additional permissions from the Planning & Zoning Commission or City Council are needed, a Planner will contact the applicant and initiate the process.
4. Health (if required) - the Health Inspector will verify that all necessary paperwork has been filed with his office and schedule inspections
5. Fire Marshal- will contact applicant to schedule an inspection time
6. Building Official - will make every effort to inspect with the Fire Marshal or will contact applicant to arrange a separate time.
7. Once all inspections have been passed, the certificate is signed and issued to the applicant. The applicant may pick up the Certificate of Occupancy at 5702 Rowlett Road once it has been signed.

\*Please note that for new construction projects, additional department signatures may be required before the certificate can be issued\*

## Certificate of Occupancy Checklist

In order to ensure that a tenant is ready for inspection, please use the following checklist as a basic requirements list. Not all items listed below are required for every business. Additional information may be requested at time of application.

- Building address clearly posted
- Suite numbers clearly posted (if applicable)
- Fire extinguisher(s) onsite
- Sign permit application submitted to Building Inspections (if applicable)
- Repair Shop License application attached (businesses such as motor vehicle or appliance repair)
- Food Service Permit application submitted to Health Department (establishments preparing or serving food and/or beverage)

**City of Rowlett**  
**Certificate of Occupancy**  
**Information Sheet**

The City of Rowlett Zoning Code states that no building shall be used or occupied and no land or building may be changed in use unless or until a Certificate of Occupancy has been issued by the Chief Building Official of the City of Rowlett. The building or land must comply with the proposed land or building use within the provisions of the Rowlett Zoning Code. The provisions of this section shall not apply to single family detached, duplex or townhouse dwellings.

A Certificate of Occupancy must be applied for in conjunction with any other pertinent permits and will be issued after the application submittal and completion of the erection, alteration or conversion of such building or land provided such construction or change has been made in complete conformity to the provisions of the ordinance and the applicable building codes.

**Other Requirements:**

All buildings are subject to building codes, fire codes and health codes if applicable. If upon inspection a building is found to be in violation of these codes, an upgrade to current code standards will be required before the Certificate of Occupancy is issued.

**Other Permits:**

Other permits may be required such as a building permit for remodeling or sign permits for new signs. **You should contact Building Inspections at (972) 412-6125 with any questions.**

**Listed Below Are The Major Items Considered During The Inspection For Certificate of Occupancy: (not intended to be an all-inclusive list)**

**Fire Safety:**

1. At least one (1) 2A10BC Fire Extinguisher mounted in an easily accessible area of the building is required. In larger buildings, more than one fire extinguisher may be required. Fire extinguishers must have a State Fire Marshal's Inspection Tag, which can be provided by any licensed fire extinguisher company. (Exception: For new fire extinguishers, proof of purchase will substitute for the State Fire Marshal's Tag for one (1) year from date of purchase.)
2. Address numbers no less than six inches (6") tall should be on the front and rear of the building.
3. Food Service Establishment Kitchen Hoods are inspected by the Fire Department.
4. Fire Sprinkler Systems and Fire Alarm Systems are inspected by the Fire Department.
5. Fire Department permits are required for certain occupancies and processes.
6. Key for Fire Knox Box if required.
7. Exit Escape Routes/Plans must be "Posted" in every room/office.

**For further information regarding Fire Inspections, call Bryan Beckner at (972) 463-3940.**

## Health Requirements:

1. A food Service Establishment Permit will be issued upon approval of Health Services and after the Certificate of Occupancy has been issued by the Building Inspections Division.
2. Food establishment, daycare, swimming pool and massage establishment permit information can be found at:

<http://www.ci.rowlett.tx.us/163/Permits-and-Licenses>

3. All new and remodeled food establishment must comply with Health Services Construction equipment Standards for Standards for Food Establishments and grease trap requirements.

**For further information regarding Health Services, call Rodney Noles, RS (972) 463-3961.**

## Repair Shops:

1. Any establishment doing repairs on electric equipment such as refrigerators, air conditioners, microwave ovens, washers, dryers, vacuum cleaners; electronic equipment such as televisions, radios, cassette/CD players, recorders, VCR/DVD, phonograph equipment, antenna receiving equipment, cell phones, computers, etc.; or motor vehicles such as automobiles, trucks, boats, motorcycles or other self-propelled vehicles designed to transport persons or property, including mechanic work, paint and body work, brakes, mufflers, etc. is required to obtain a Repair Shop License.
2. The application for this license can be obtained through the Building Inspections Division and must be notarized.
3. After approval of the application, a Repair Shop License will be issued by the Chief Building Official.
4. The fee is a one-time charge of \$75.00 at time of application.

## **PARKING AREA REQUIREMENTS**

Prior to issuance of a Certificate of Occupancy for an existing building or newly constructed building, parking areas must be in compliance with the City of Rowlett Code of Ordinances and Rowlett Development Code. If parking areas are not in compliance, a parking plan must be submitted to the Planning Department for review and the parking areas must be upgraded prior to issuance of the Certificate of Occupancy. Failure to comply with parking requirements may result in delay of issuance and/or denial of the Certificate of Occupancy.

The following Section and Chapter out of the Code of Ordinances and Rowlett Development Code (RDC) have been included to provide some guidance regarding parking area requirements.

**Section 22-262(b):** All parking spaces and areas on nonresidential property must be a concrete surface or other approved surface in accordance with city standards, properly installed and striped or marked before a Certificate of Occupancy is granted.

For full regulations, please refer to the Code of Ordinances and the Rowlett Development Code available online at [www.rowlett.com](http://www.rowlett.com) and at the Rowlett Public Library.



## **Certificate of Occupancy Disclaimer Statement**

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