Certificate of Occupancy

What is a Certificate of Occupancy (CO)?
A Certificate of Occupancy (CO) is required for all buildings or structures that are occupied by the public. The C.O. contains information concerning the owner or tenant, address of the building, a description of the portions of the building and the use intended, building code verifications for the group and classification of the building or structure, zoning, and approval of the Building Official.

When is a C.O. required?
All existing buildings must have a posted Certificate of Occupancy.
When a new building is constructed and occupied;
If an existing building or lease space is remodeled, enlarged, or altered;
When any new use, tenant, or occupant is established;
When any use, tenant, or occupant of any tenant or lease space is changed;
When any tenant “name” or ownership is changed;
If there is change in use which would place the building or lease space in a different occupancy classification (group and/or division) as referenced in the International Building Code.

Why is a C.O. needed?
Certificate of Occupancy verifies that the building conforms to the most current life safety standards. When the building is existing, has an ownership change, tenant changed, or change in building use, a new C.O. is required to provide that the building is still safe to occupy. All buildings must have a Certificate of Occupancy posted.

How is a C.O. obtained?
Certificate of Occupancy (CO) application may be obtained by downloading the application from our Website www.paristexas.gov, visiting the Planning & Development Department within the City Hall Annex located at 150 1st Street S.E., Paris, Texas, or by calling (903) 784-9234. There is a $50.00 application fee, and this fee must accompany the application.

When an approved application is completed, the APPLICANT must call for a Certificate of Occupancy inspection at (903) 784-9234, the Fire Marshall will contact the applicant and setup an inspection time. All occupancy applications require approved inspections prior to C.O. issuance. Upon successful completion of the building inspection and fire inspection, the Planning and Development Department will issue the C.O.

What should be done with a C.O. once it is obtained?
The C.O. is required to be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

Can a C.O. be revoked?
Yes. The Building Official may, suspend or revoke a C.O. whenever it is determined that the certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.
Certificate of Occupancy Application

Date: ____________________

Address: ________________________________________________________________

Business Name: ______________________________________________________________________

Business Contact Name: ____________________________________________

Contact Phone #: ______________________________________________________________________

Business/property use: Retail ___ Restaurant ___ Wholesale ___ Manufacturing ___ Church ___
Service ___ Distribution ___ Office ___ Warehouse ___ Sexually Oriented Business ___ Other ___

Describe business: ______________________________________________________________________

____________________________________________________________________________________

Is this a change of ownership/business name only? Yes ___ No ___
Is this an existing business? Yes ___ No ___
Is this a new business? Yes ___ No ___
Is building equipped with an automatic fire sprinkler? Yes ___ No ___
Is building equipped with a burglar alarm? Yes ___ No ___

*See Paris Police Department Form

Info:

Total Square Feet___________
Sales Tax Number _________

Does your occupancy or business involve the storage, sale or use of the following: (Circle one) YES or NO
If YES, check all applicable items:

___ Alcohol Sales
___ Cellulose nitrate film
___ Explosives or ammunition
___ Floor drains in bldg.
___ Food products
___ Magnesium
___ Smoking
___ Welding/cutting
___ BYOB Establishment
___ Dry cleaning (solvents)
___ Fireworks
___ Food and/or beverage
___ High piled stock (over 12’)
___ Other hazards (specify)
___ Vehicle repair/garage
___ Bales of loose combustible fibers
___ Dust producing process
___ Flammable or combustible liquids
___ Liquid propane gas
___ Painting w/flammbles
___ Vehicles in building
___ X-Ray development
___ Woodworking

Provide chemical data sheets to Building/Fire Department listing the maximum quantity of all hazardous material.
List all materials discharged to drainage systems or atmosphere____________________

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 a building permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Print Name ___________________________ Signature _____________________________

ZONE______ OCCUPANCY TYPE__________ TYPE OF CONSTRUCTION__________ OCCUPANT LOAD__________