



# CERTIFICATE OF OCCUPANCY APPLICATION

## \*\*SUBMITTAL REQUIREMENTS\*\*

**MUST FIRST REGISTER ONLINE IN THE CSS PORTAL (CITIZEN SELF SERVICE) PRIOR TO COMPLETING THIS FORM.**

Apply in CSS and attach the following: 1) Legible drawing of building with lease space shaded in; 2) A detailed floor plan showing all spaces, walls and doors; 3) Tenant list from landlord/property owner (if multi tenant building).

**Note: If your gas provider requires a City gas inspection/release, you must obtain a separate plumbing permit (additional fee) with a registered plumber validated by The City of McKinney. Certificate of Occupancy Permit fee is \$100.00 (Includes \$50.00 Fire Department Fee) per lease space and is payable upon approval of application. Additional approval maybe required if doing exterior façade renovations in the Historic District.**

**FAILURE TO FILL OUT ALL REQUIRED FIELDS WILL RESULT IN YOUR APPLICATION BEING INCOMPLETE AND WILL BE DELAYED**

## \*\*PROJECT INFORMATION\*\*

**PROJECT STREET ADDRESS:** \_\_\_\_\_ **SUITE #** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**TYPE OF CERTIFICATE OF OCCUPANCY (Please Check One):**

**NOTE: For all new, remodel, addition and lease space expansion, please contact Project Expeditor at 972-547-2633 for process.**

New Tenant - Moving into existing space with no remodeling       Lost/missing, not legible/old C of O

New Property Owner – Existing Structure       Change of Name/Tenant, Owner or both of existing business

Proposed use of property/space:

Previous use of property/space: \_\_\_\_\_ Building Auto Fire Sprinkler: YES / NO

Total square footage to be occupied: \_\_\_\_\_ Total number of striped parking spaces on site: \_\_\_\_\_

Property Owner Name:

**NOTE: Property owner name or agent of the building (not tenant owner name) is required as it will be listed on the Official C of O.**

Property Owner Address:

Phone Number:

## \*\*APPLICANT CONTACT INFO\*\*

**NOTICE:** AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE; OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. **ALL PERMITS REQUIRE FINAL INSPECTION.** I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Applicant/Tenant Name (Please print):

Address:

Phone Number:

Email Address:

Applicant Signature:

Date Submitted:

## \*\*OFFICE USE ONLY\*\*

HISTORIC DISTRICT:      YES / NO

OCC LOAD:

OCC TYPE:

CONST TYPE:

ZONING USE:      # OF PARKING SPACES REQ:

APPROVED BY:

DATE:

PERMIT #

APPROVED BY:

DATE:

Building Inspections Department

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This publication can be made available upon request in alternative formats, such as, Braille, large print, audiotape or computer disk. Requests can be made by calling 972-547-2694 (Voice) or email [contactada@compliance@mckinneytexas.org](mailto:contactada@compliance@mckinneytexas.org) Please allow at least 48 hours for your request to be processed.