

Certificate of Occupancy Application



Mailing Address: Town of Sunnyvale
127 N. Collins Rd.
Sunnyvale, TX 75182
(972) 203-4188

Project Information:

Name/Description: _____ Square Feet: _____

Project Address: _____ Subdivision: _____

Lot: _____ Block: _____ Type of Construction: _____

Intended Use of Space: _____

Property Owner:

Company Name: _____ Contact Person: _____

Street Address: _____

Phone: _____ Cell: _____ Email: _____

Tenant Information:

Company Name: _____ Contact Person: _____

Street Address: _____

Phone: _____ Cell: _____ Email: _____

**All Certificate of Occupancy permits require inspection and approval from the following departments:
Development Services (Building Official, Planning), Fire Department & Public Works Department.**

CHECK TYPE OF C.O. APPLICATION:

New Owner/ New Business Expanding Lease Space Clean & Show (to lease or sale)
 New Owner / Existing Business Additional Uses / Existing Business Other (identify) _____

CHECK ALL FEATURES OF THE BUILDING AND/OR THE PROPERTY:

Septic System Above or Underground Tank(s) Fire Sprinkler System Water Well Grease/Sand Trap

CHECK "ALL" ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES:

Auto Related Business Alcoholic Beverage Sales Tire Storage Oil Change/Lube Incineration
 Office Grocery or C-Store Tire Sales/Installation Petroleum Personal Services
 Restaurant Mill or Woodworking Auto Body Repair Welding Auto Painting
 Food Products Items higher than 12' Brakes/muffler repair Coating Outside Storage
 Child Care Center Flammable liquid Vehicle Wash Engine Repair State Inspection
 Dance Floor Auto Parts(new/used) Auto Sales(new/used) Vehicle Parking Retail Sales
 Chemicals (identify type) _____
 Warehouse (identify type) _____
 Manufacturing (identify type) _____

1. Plan Submittal: (min. 8 ½" x 11", max 11" x 14")
 - a. Site Plan: showing all setbacks, streets, and access to building
 - b. Drawing of the layout (walls, doors, windows, etc.)
 - c. Location of electric panel / disconnects
 - d. Location of water cut-off valve
 - e. Location of mechanical units / water heater
 - f. Any other pertinent information
2. REVIEW APPROVALS ARE REQUIRED PRIOR TO ISSUANCE:
 - a. The zoning is verified to determine if the proposed use is allowed and a site inspection is conducted for compliance with zoning regulations such as required parking, landscaping, screening, etc.
 - b. An inspection of the structure for compliance with the Building, Electrical, Plumbing, Mechanical, and Fire Code.
 - c. A Health inspection is required by Dallas County Health for all food related applications
3. When all of the inspections; Building, Zoning, Fire, and Health are approved, a Certificate of Occupancy will be issued, this will allow occupation of applicant.

OPERATING A BUSINESS WITHOUT A CERTIFICATE OF OCCUPANCY POSTED ON SITE IS A VIOLATION OF CITY ORDINANCE.

I certify that all information contained herein is true and correct to the best of my knowledge and I understand that failure to make full disclosure may result in revocation of the Certificate of Occupancy.

*Printed Name**Signature**Date*

OFFICE USE ONLY:

Zoning District: _____ *Use Classification:* _____

Parking Required: _____ *Parking Available:* _____

APPROVED **DENIED**

NOTES: _____

Planning:	_____	Date: _____
	SIGNATURE	
Building Inspections:	_____	Date: _____
	SIGNATURE	
Fire Department:	_____	Date: _____
	SIGNATURE	



Sunnyvale Fire Department
Information Sheet
(972) 203-0314
(972) 226-4606 (non-emergency)



Location Name: _____

Address: _____

Phone Number: _____

Type of Business: _____

Number of Employees: _____

Square Feet: Occupancy Load: _____

Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

**E-Mail Address for Inspection Report: _____

Emergency Contact #1: _____

Phone Number: _____

Emergency Contact #2: _____

Phone Number: _____

Normal Business Hours: _____

Alarm System: Yes/No Company Name: _____

Phone Number: _____

Sprinkler System Yes/No

Sprinkler Riser Room Location: _____

Knox Box: Yes No

Keys located in Knox Box for front door: Yes No

Hazards: _____

If you have any questions about this form please contact us.

Thank you.

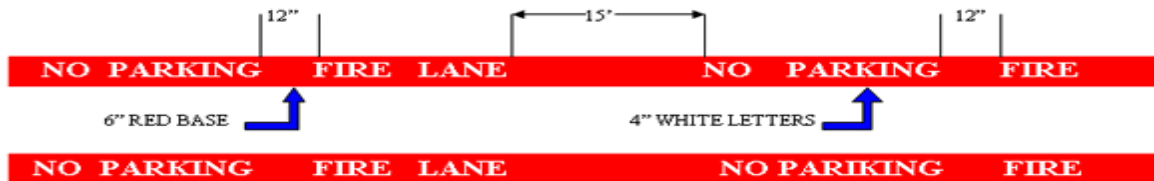


Sunnyvale Fire Department

Station 1
404 Tower Pl.
Sunnyvale, TX 75182
(972) 203-0314
(972) 226-4606 (non-emergency)

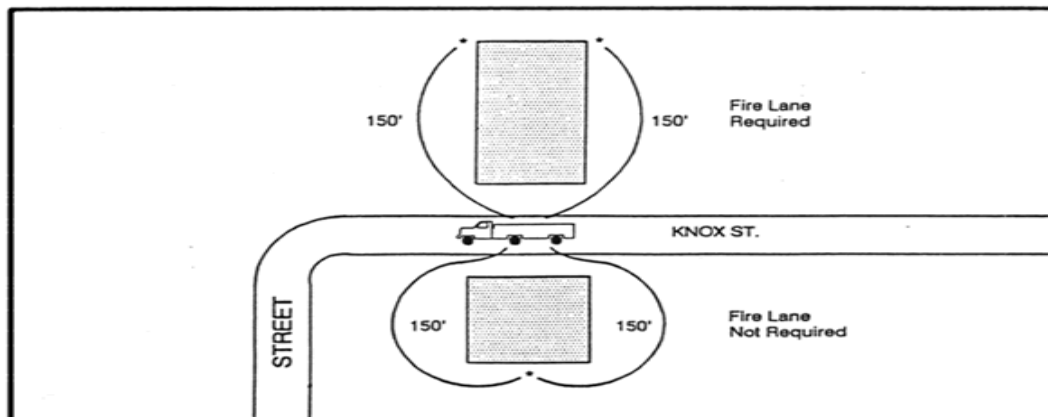


Fire Lane Requirements



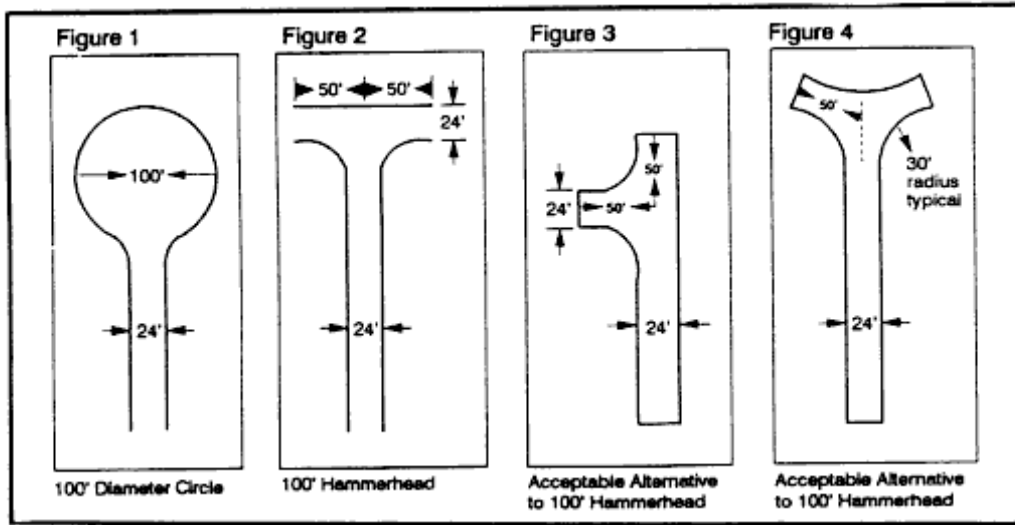
- Fire Lanes shall be a minimum of twenty four (24) feet wide.
- "NO PARKING FIRE LANE" ~ Shall be painted entire length of fire lane. In fifteen (15) foot intervals between LANE and NO
- Where the above Fire Lane markings are determined to be inadequate in controlling traffic, the property owner will be required to post Fire Lane signs in addition to other markings.
- When re-striping, additions to the existing Fire Lane are not allowed without prior approval of the Fire Official.
- All new Fire Lanes will be approved by the Fire Official prior to striping.
- All designated Fire Lanes shall be maintained and kept in a state of good repair at all times by the owner or person in control of the premises.

Where Required - All buildings or structures shall be constructed in such a way that all ground level, exterior sides of the building are within one hundred fifty feet (150') of the dedicated street or fire lane, measured by the route necessary to extend firefighting hose lines around the building. If the one hundred fifty feet (150') cannot be reached from a public street, a fire lane will be required on site.



Gates - All gates across streets or fire lane access must meet the approval of the Fire Department. Plans should be submitted to the Fire Department and approved prior to a permit being taken out with the Development Services Department. Security gates shall be maintained and an approved means of emergency operation shall be provided and maintained.

Turn-Around Areas - When it is not possible to connect a fire lane at both ends to a dedicated street, an approved turn-around shall be provided. Dead-end fire lanes shall not exceed one hundred fifty feet (150') in length. Illustrations of approved turn-around arrangements are as follows:





Sunnyvale Fire Department



Fire Safety Inspection Plan

Dear Business Owner:

In an effort to prepare for incidents before they occur, the Town of Sunnyvale participates in a system called pre-fire planning, which will assist all personnel in having knowledge of the general layout and contents of all commercial occupancies. It will be necessary to have the following information to complete a file that will be accessed should the need arise. All of the items listed below should be clearly identified on a drawing, which may be a simple hand drawing, a computer made drawing, copy of your fire escape plan.

1. Fire Department Information Sheet filled out completely.
2. A drawing of the structure's layout (walls, doors, windows, etc...)
3. Location of Electrical Panel.
4. Location of Water cut-off valve.
5. Location of Gas Meter.
6. Location of Knox Box (required)
7. Location of Fire Alarm Panel.
8. Location of Fire Sprinkler Riser Room.
9. FDC Location.
10. Location of any Hazards.

The drawing will need to be on 8 ½ X 11 sheet of paper without lines or on drafting paper. Make sure the layout shows the building in relation to the roadway by sketching in the street.

If you have any questions regarding the requested information or instructions, please contact the fire department.

C/O Inspections and Permits are not complete or issued until the above information has been received.

Respectfully,

Sunnyvale Fire Department