



117 Cook St. • Dayton, Texas 77535 • Telephone - (936) 258-2642 • FAX - (936) 258-2348

Certificate of Occupancy/Temporary Certification of Occupancy Application

Date: _____

Permit Fee: \$50.00

ADDRESS AND OCCUPANT INFORMATION

Name of Business: _____ Owner/Manager: _____

Address: _____ Suite: _____
Dayton, TX 77535

Phone: () _____ Fax: () _____

Email: _____

State Tax Id. #: _____ Driver's License #: _____

Emergency Contact Name: _____ Phone: () _____

If applicable, please include a copy of: T.A.B.C Permit, State Health Permit, SSN, ADA Permit #, Asbestos Survey #, and any other applicable information if requested.

PROPERTY OWNER/LEASING AGENCY INFORMATION

Owner/Lease Agency: _____ Address: _____

City: _____ Zip: _____ Phone: () _____

Fax: () _____ Email: _____

ADDITIONAL INFORMATION NEEDED FROM APPLICANT

Please note: Any applicant who has applied for a new commercial or industrial account will have to meet all the development and land use requirements that are in order for City utilities to be turned on.

Please answer all questions. If yes, please explain in further detail.

Type of operation at this location: _____

Occupancy projection(s): (Please include employees, customers, sale events, peak times, etc): _____

Will the applicant be doing any remodeling to the existing site? _____

Will the applicant be increasing the existing site in any capacity, including landscape, parking, signage, drive thru window, driveway, etc? _____

Will the site be changing or combining its existing use in anyway now and future (i.e. commercial to residential)? _____

Office Use Only

Approved, The applicant and site currently meet or has meet all development and land use requirements for utility services. *All boxes should be checked by staff*

Site plan ___ Drainage/grading plan ___ Water/Parking / Driveway plan ___

Landscape ___ Signage ___

Construction/Infrastructure Plan (foundation, paving, mechanical, electrical, plumbing, framing, etc) ___

Denied, The applicant has been conditionally denied due to the following requirements for approval from the Department of Planning & Development _____

Approved by: _____

Title: _____ Date: _____

Denied by: _____

Title: _____ Date: _____