



# Certificate of Occupancy (CO) Information

Planning and Development Department  
120 El Chico Trl, Suite A  
Willow Park, Texas 76087  
(817) 441-7108 Ext. 103

Please **PRINT** all information as it will appear on the permanent Certificate of Occupancy, which will need to be posted at the place of business. If you are making any changes, remodeling or upgrades you will need to discuss with the Building Official to determine if permits will be required or a new certificate should be issued. A new Certificate of Occupancy will be issued when your building construction permit final is approved. Submit this for to: [permits@willowpark.org](mailto:permits@willowpark.org)

☐ **New Owner of Existing Business**

1. New Owner of Building
2. No modifications other than paint/carpet etc.
3. No new signage

**OR**

☐ **New Business Existing Leased Space**

1. Same type of Business (example: office to office)
2. Using existing square footage of previous business
3. New signage is being installed (*sign permit required*)
4. No modifications other than paint/carpet etc.

Is this a business required by the State of Texas to have a Certificate of Occupancy for issuance of your State License? ☐ Yes ☐ No

Building Total Square Footage

Business Lease: Square Footage

Street Address of Business

Today's Date

Type of Previous Business

Name of Previous Business

Type of Proposed Business

Name of Proposed Business

**Name of Building Owner:** \_\_\_\_\_

Building Owner's Telephone #: ( ) -

Mailing Address of Building Owner (*Street, City, State and Zip Code*):

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

Tenant's Telephone #: ( ) -

Mailing Address of Tenant (*Number, Street, City, State and Zip Code*):

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Anticipated Date of Move-in

\_\_\_\_\_  
Applicant Signature  
Applicant's Email \_\_\_\_\_@

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

**The Fee for issuance of a Certificate of Occupancy is \$150.00 per adopted fee schedule.**

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## OFFICE USE BELOW THIS LINE

Health Inspector Inspection Date

Use Classification

Type of Construction

City Planner Inspection Date

Number of Stories:

Fire Sprinkler: ☐ Yes ☐ No

Building Inspector Inspection Date

Occupant Load: \_\_\_\_\_

Fire Marshal Inspection Date

Zoning Classification \_\_\_\_\_

☐ Change of Use ☐ No Change of Use ☐ Applying for New CO ☐ Sign Permit ☐ Remodel Permit Required