



PLAINVIEW, TX
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CERTIFICATE OF OCCUPANCY APPLICATION

***** DETAILED FLOOR PLAN REQUIRED TO BE TURNED IN WITH THIS APPLICATION *****

Name of Business:		Date:
Physical Address:		Zoning:
Legal Description:		
Applicants Name:		
Applicants Mailing Address:		
Applicants E-mail Address:		
City:	State:	Zip Code:
Applicants Phone Number:		Emergency Number:

<input type="radio"/> Change of Ownership		<input type="radio"/> Change of Tenant	<input type="radio"/> Change of Original Applicant
*Is this building located in the Historic district of the city?	<input type="radio"/> YES You are required to request a Certificate of Appropriateness with Main Street at 202 W 5 TH ST.		<input type="radio"/> NO
Is this an existing business MOVING to a new location: <input type="radio"/> YES <input type="radio"/> NO	If YES, previous address:		
Proposed Use of Building:			
Will there be any alterations or remodeling to the building? <input type="radio"/> YES <input type="radio"/> NO If yes, please contact the Building Inspections Department to check for proper permitting.			
Is this business a name change only? <input type="radio"/> YES <input type="radio"/> NO	Was this a previous Business? <input type="radio"/> YES <input type="radio"/> NO		
Total Square Footage of Building:	Total Square Footage of Business		

*Any Plumbing, Electrical, or Mechanical work to be done must be performed by licensed, qualified personnel. All wall, freestanding, or portable signs must have a permit prior to being installed or erected. No change is to be made to this building, or in the use of this building or premises, which is inconsistent with the information provided in this certificate of occupancy application or other applicable city ordinance. **Please return this application to the City of Plainview Building Inspection Department located at 202 West 5th Street. Certificate of Occupancy application fee is \$25.00, payable at the time of application.***

Applicant Name (Print) _____

Applicant Signature _____

Cert. of Occupancy: _____

Date: _____

Permit Clerk: _____



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CERTIFICATE OF OCCUPANCY CHECKLIST

The following listed items are provided as a guide to maintain a reasonable degree of fire and life safety. Any item not listed but noted as an issue of concern by the person evaluating the building or premises should be corrected. If you feel you need assistance in evaluating your building or premises, please let us know.

1. _____ Address / Unit Number posted on front and rear of the building.
2. _____ Has your building had a Customer Service Inspection (CSI) to insure there are no water cross connections that exist that could expose the city water supply to contamination and there is proper backflow protection on the building? ***This is a Texas Commission on Environmental Quality (TCEQ) requirement for all City water connections. If you are unsure, contact the Building Inspection Department at (806) 296-1100. PLEASE NOTE: All buildings are required to have a CSI inspection on file.***
3. _____ Have all abandoned drain/sewer lines been properly plugged or capped?
4. _____ Are all fire extinguishers properly inspected, mounted and spaced for your building? ***If you are unsure about the number of extinguishers needed or their spacing, please contact the Fire Marshal's office for assistance at (806) 291-1251.***
5. _____ Is the building's electrical wiring in good repair? ***Examples: Is there any exposed wiring, and are all electrical panels labeled, and with covers in place? Are there any open holes in the electrical panel or missing breaker switches?***
6. _____ Are all exit doors unobstructed, accessible, and operating easily? ***NOTE: Only one latching device is allowed on an exit door.***
7. _____ Are all exit and emergency lights working properly?
8. _____ Is all combustible storage kept a safe distance away from heat producing appliances and equipment or a minimum of 18 inches below the ceiling height?
9. _____ If this is a commercial food service or restaurant, have all cooking appliances, vent hoods and suppression systems been serviced, inspected, and tagged? Do you have the proper Health Department Food Certificate to operate the business? ***Please contact the Environmental Health Inspector for more information at (806) 293-1100.***
10. _____ Is the electrical panel for this building located in this tenant area or is it located in another tenant area of building? If outside this tenant area, does the occupant or tenant have access to the electrical panel at all times? ***Please note this may not be applicable to your Certificate of Occupancy. Please contact the Fire Marshal's office at (806) 291-1251, or the Building Inspections Department at (806) 296-1100 if you have any questions.***
11. _____ If a backflow prevention device is required, have you provided the Test and Maintenance Report (TMR) for backflow prevention devices to the appropriate entity/s?

Please Note: Your building will be subject to periodic fire and safety inspections by the Fire Marshal's office in accordance with the locally adopted Fire Code and Plainview Code of City Ordinance and annual Environmental Health Inspections for food establishments.