

CITY OF EARLY
960 EARLY BLVD.
PHONE: (325) 643-5451
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BUILDING INSPECTIONS
PO BOX 3100
EARLY, TEXAS 76803
www.earlytx.net

APPLICATION FOR CERTIFICATE OF OCCUPANCY PERMIT

NEW BUSINESS:		
BUSINESS ADDRESS:		
LEGAL DESCRIPTION:		
TYPE OF BUSINESS:		SQUARE FOOTAGE:
APPLICANTS NAME:		EMAIL:
PHONE:	CELL:	FAX:

PROPERTY OWNER'S NAME:	
PROPERTY OWNER'S ADDRESS:	
PROPERTY OWNER'S PHONE #:	EMAIL:
PREVIOUS OCCUPANT/BUSINESS:	

WHAT IS THE PROPERTY CURRENTLY ZONED: _____

HOW MANY PARKING SPACES ARE REQUIRED: _____

HOW MANY PARKING SPACES ARE PROVIDED: HANDICAP: _____ **TOTAL:** _____

WILL ANY OF THE FOLLOWING CHANGES BE MADE:

STRUCTURAL: _____ **ELECTRICAL:** _____ **MECHANICAL:** _____ **PLUMBING:** _____

Dependent upon what changes will be made, you may be required to submit plans and a Commercial Remodel application

The fire department must also perform an inspection before the Certificate of Occupancy can be issued. An appointment will be made with the new business owner when both the inspector and Fire Marshal are available. Common items found during this inspection include: inoperable emergency/exit lighting, out of date fire extinguishers, unsafe electrical conditions and blocked exit ways.

Any change of use of the property, from the previous business, is subject to an internal review and possible hearing before the Planning and Zoning Commission. The intended use of the property must match the criteria set forth by the Code of Ordinances for the City of Early, Texas for that parcel of land.

SIGNATURE: _____ **PRINT NAME:** _____

For City Use Only

PROPERTY ZONED AS: _____

RECEIVED BY: _____ **DATE:** _____ **DATE ISSUED:** _____

PERMIT NO. _____