

CITY OF EARLY  
960 EARLY BLVD.  
PHONE: (325) 643-5451  
FAX: (325) 643-5452



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 Common items found during this inspection include: inoperable emergency/exit lighting, out of date fire extinguishers, unsafe electrical conditions and blocked exit ways.*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.** \_\_\_\_\_