

# Certificate of Occupancy Application

Mailing Address: City of Hutchins  
PO Box 500  
Hutchins, Texas 75141  
Phone: (972) 225-6121



<b>Project Information</b>	<b>\$100.00 Permit Fee</b>	<b>Square Footage</b> _____
Name/Description: _____		
Project Address: _____		Subdivision: _____
Lot: _____	Block: _____	Type of Construction: _____
<b>INTENDED USE OF SPACE:</b> _____		
_____		

<b>Tenant Information</b>		
Company Name: _____	Contact Person: _____	
Address/City/State/Zip: _____		
Phone Number: _____	Email: _____	Mobile Number: _____

<b>Property Owner</b>		
Name: _____	Contact Person: _____	
Address/City/State/Zip: _____		
Phone Number: _____	Email: _____	Mobile Number: _____

**All Certificate of Occupancy permits require inspection and approval from the following departments:  
Building Official, Fire Department & Public Works Department.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY:

Zoning District: \_\_\_\_\_ Use Classification: \_\_\_\_\_ Occupant Load: \_\_\_\_\_  
Parking Required: \_\_\_\_\_ Fire Sprinkler Yes  No  Approved  Denied

Notes: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works: \_\_\_\_\_ Date: \_\_\_\_\_

CO Issued: \_\_\_\_\_