



Commercial Certificate of Occupancy Application

Development Services Department

Permit #: _____

1. BUSINESS OWNER (Tenant) INFORMATION

Business Name: _____

Business Location Address and Suite #: _____

Business Tax ID #: _____

Business Owner Name (Tenant): _____

Business Owner (Tenant) Mailing Address: _____

City, State, Zip Code: _____

Business Owner (Tenant) Phone Number(s): _____

Business Owner (Tenant) Email: _____

On Site Manager Name: _____

On Site Manager Phone Number(s): _____

Expected Annual Sales: _____

2. PROPERTY OWNER INFORMATION

Property Owner Name: _____

Property Owner Mailing Address: _____

City, State, Zip Code: _____

Property Owner Phone Number(s): _____

Property Owner Email: _____

NOTICE: ✓ Incomplete applications will not be accepted.
✓ We enforce the 2012 I-Codes and 2014 NEC
✓ Permit applications available @ WWW.littleelm.org
✓ Online Inspections available @ www.MYGOV.us.

EMAIL OR DELIVER TO:
Building Safety Division
Town of Little Elm
100 W. Eldorado Pkwy
Little Elm, TX 75068
Permits@littleelm.org

(214) 975-0456 Voice
(972) 377-5544 Fax
www.littleelm.org

3. PROPERTY MANAGEMENT INFORMATION

Property Management Company Name: _____

Contact Name: _____

Contact Phone Number(s): _____

Contact Email: _____

4. PROPERTY INFORMATION (per owner of Property)

Square Footage being leased: _____

Occupancy Type of Business: _____

Construction Type of Building: _____

Is there a Fire Sprinkler system: _____

Floor Plan with Dimensions Submitted: YES or NO

5. READ AND SIGN

Please read the requirements below, then sign that you understand them...

- ✓ Upon completion of **paperwork**, paying **\$50.00** for inspection & setting **date for inspection**, we will send an email to CoServ to release account & a release to the water department (if applicable).
- ✓ All inspections must be done within **10 days** for all **Commercial properties**. The inspections are scheduled **Monday thru Friday**. **If you must reschedule, please call us 24 hours in advance.**
- ✓ Please note that all the utilities (water, electricity & gas if at property) must be on a minimum of **48 hours** prior to a scheduled inspection.
- ✓ If the inspection fails, you are responsible to reschedule a **reinspection** within **10 days**, to avoid disruption of utilities.
- ✓ If inspection fails & is not rescheduled there will be another **fee** & the water will be **disconnected** & will not be turned back on until payment & inspection rescheduled.

I hereby certify by my signature below that I have read and examined this application and know the same to be true and correct and that I understand the requirements stated above and agree to the same.

Property Owner or Management Signature

Date Signed

OFFICE USE ONLY:

Notes:

