



CITY OF ROANOKE
 265 MARSHALL CREEK RD
 ROANOKE, TEXAS 76262
 (817) 491-6099 FAX (817) 491-3114

APPLICATION FOR CERTIFICATE OF OCCUPANCY

Inspection Request (817) 490-1307

This application needs to be filled out in full before it can be reviewed

Name of Business		Phone (mobile)
Business Address		Legal Description: Lot/Block
Zoning -	Stories -	Square ft being used for business -
Name of Business Owner/Tenant :		Address, State, Zip of Tenant (to be put on C/O form)
Owner of Premises/Building:		

- Is this application due to change of Ownership Yes No
- Is this application due to change of use? Yes No
- Are there sprinkler systems in place? Yes No
- Is there a working fire alarm? Yes No
- Are you re-occupying an existing building? Yes No
- Is this a newly constructed building? Yes No
- Will there be any additions, alterations or renovations to the interior/exterior of bldg?
(clean up, paint not included) Yes No
- Is this application due to change of Occupant? Yes No

I, (We), understand that should said premises be used or occupied in violation of this agreement or of the zoning ordinance, or of any Building, Fire, Sanitary, Health Laws or Ordinances of the City of Roanoke, that I, (We), shall be subject to penalty in accordance with the provisions of the Zoning Ordinance or other applicable regulations. **The applicant will be contacted by the City Planner and/or Building Inspector upon approval of the application the \$100.00 fee will be due at that time and before any inspections and/or move-in.**

Application is hereby made to the City of Roanoke, Texas, under provisions of the zoning ordinance to use and occupy the premises for **(purpose of space)** –

Applicant's Signature: _____ Date: _____

For Office Use Only:

Inspected by Building Department Date: _____ Approved? _____ / Zone _____

Type Construction _____ Occupancy Group _____ N.C.B. _____ Total Occupants _____

Inspected by Fire Department Date: _____ Approved? _____

Fire Alarm Y / N Sprinklers Y / N