



City of Dickinson Community Development

Certificate of Occupancy Application

Property Information

Address: _____
County Appraisal District No.: _____
Legal Description: _____
Acres: _____ Floodplain: _____

Property Owner Information

Owner: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Phone: _____ Email: _____

Business/ Leasee Information

Proposed Business: _____
Business Owner: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Phone: _____ Email: _____

Tenant/ Leasee Information

Proposed Business: _____
Tenant: _____
Last First M.I.
Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*
Phone: _____ Email: _____

Applicant / Agent Information

Applicant: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Details of Request

Previous Use: _____ Dates Operated: _____

Current Zoning: _____

Current Use: _____ Dates Operated: _____

Reason for Application: Change of Occupancy Change of Owner Change of Business Name Change of Use

Proposed Use: _____ Date Proposed Opening: _____

Square footage of Building/ Lease space: _____

Does the Building have Fire Suppression System? Yes No

Does the Building have a Fire Alarm System: Yes No

**** Alterations require a separate permit ****

Will there be Alterations to the EXTERIOR of Building: Yes No

Type of EXTERIOR Alteration: Structural Mechanical Electrical Plumbing Other _____

Description of work: _____

Will there be Alterations to the INTERIOR of Building: Yes No

Type of INTERIOR Alteration: Structural Mechanical Electrical Plumbing Other _____

Description of work: _____

**** Must pass all required inspections for Certificate of Occupancy to be issued ****

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

Signature: _____ Date: _____

Printed Name: _____

Certificate of Occupancy Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 18 - Zoning of the Dickinson Code of Ordinances.

- Application – complete with signature.

- Fees – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable. The zoning official, commission, or city council may require technical studies (engineering, noise, traffic, impact, etc.). The cost for these studies is borne by the applicant. Before submitting payment, please contact Community Development to confirm appropriate payment amount.
 - \$100.00 Application, PLUS
 - \$200.00 Change of Occupancy

- Authorization:
 - Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
 - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.

- Proposed Floor Plan – Floor plan showing the location of the space inside to be occupied, including:
 - Total building square footage
 - Square footage of each area
 - Use of each area
 - Location of windows and doors
 - Occupant load

- Proposed Site Plan – Site plan showing the location of the space outside to be occupied with calculations and dimensions, including:
 - Fire lane
 - Parking - If multi-tenet use, parking plan must include all uses.
 - Lighting (Emergency and site lighting)

*** Scaled, detailed plans may be required ***