

City of Tyler  
Building Services  
423 W. Ferguson St.  
Tyler, Texas 75702



Phone: (903) 531-1151  
permittechs@tylertexas.com  
www.tylerpermits.com

**City of Tyler**  
**Application for Certificate of Occupancy**  
**Certificate # \_\_\_\_\_**

Name of Business: \_\_\_\_\_

Name of Business Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Building Address: \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip \_\_\_\_\_

Building Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Building Owner's Address: \_\_\_\_\_ Zip \_\_\_\_\_

What will the occupied space be used for? (Please be specific) \_\_\_\_\_

What is the Zoning classification? \_\_\_\_\_

Total occupied area (Sq. Ft.) \_\_\_\_\_ Fire Sprinklers ( ) Yes ( ) No

Please check any of the following that are applicable to your business.

- |   |                                      |
|---|--------------------------------------|
| ( ) Food Products   | ( ) Flammable or Combustible Liquids |
| ( ) Day Care  | (10 Gallons or more ONLY)            |
| ( ) Explosives/Ammunition   | ( ) Outdoor Storage or Display       |
| ( ) Health Hazards  | ( ) Semi-Conductor                   |
| ( ) Spray Painting  | ( ) Compressed Gases (LPG, Etc.)     |
| ( ) Welding or Open Flame   | ( ) Dust Producing Equipment         |
| ( ) Outdoor Vehicle Service   | ( ) Fireworks                        |
| ( ) Poisonous or Hazardous Chemicals/Acids                            | ( ) Reclaiming Waste Materials       |
| ( ) Any storage over 12 ft. high inside building? Total sq. ft. _____ |                                      |
| ( ) Any storage over 15 ft. high inside building? Total sq. ft. _____ |                                      |

Notice to Applicant: Any Certificate of Occupancy issued on the basis of incorrect information supplied on this application may be revoked. Signature of occupant or occupant's agent constitutes approval for City employees to enter the property for necessary inspections.

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Is this a previously occupied structure? ( ) Yes ( ) No

Is this a change in occupancy? ( ) Yes ( ) No

If Yes, what was the previous use of this building? \_\_\_\_\_

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**Office Use Only:**

Building Permit #: \_\_\_\_\_ Type Construction: \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Occupant Load: \_\_\_\_\_

**Zoning Classification and Landscaping**

Lot #: \_\_\_\_\_ Block #: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Final Landscaping (if applicable) - (903) 426-3921**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Fire Prevention Inspection (if applicable) - (903) 535-0005**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Northeast Texas Public Health District (if applicable) (903) 535-0030**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Building Services Department - (903) 531-1151**

Issued/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_