



# Certificate of Occupancy Instruction Sheet

6800 Main Street  
The Colony, Texas 75056  
Phone: 972-624-3158

**SECTION 22-100. No building shall be used, occupied or changed in use and no land may be used until a certificate of occupancy and compliance shall have been issued by the building official of the City of The Colony stating that the building or proposed use of land or building complies with the provisions of this ordinance and other building laws of the City of The Colony.**

**Please print all information clearly**

## Certificate of Occupancy Application

- Check the box next to one of the reasons you are making application:  
***New Business*** if you are starting a new business or your business has changed location.  
***New Business Owner*** if the business name has not changed, but there is a new owner.  
***Business Name Change*** if the business name has changed.  
***To Be Done at Building Final*** for new construction only.
- Complete all Business, Business owner, Property owner and General information.
- Check yes or no if your business involves the storage, sale, or use of any hazardous or flammable products.
- If the space does not have existing utilities energized then a separate electrical / plumbing permit (where applicable) shall be required. The utility meters must be energized before an inspection is performed.
- **Restaurants and assemblies must submit a copy of the floor plan / seating layout for occupancy calculation.**
- Fees: Certificate of Occupancy \$75.00, **a \$50.00 non-refundable application fee is due when the application is submitted.** After the application has been reviewed and is approved, the applicant will be notified by phone. The applicant is responsible for picking up the permit and signature card at the Building Inspections Department. At that time, you are required to pay the additional \$25.00 for the Certificate of Occupancy Permit. After final payment has been received, your permit and signature card will be issued.
- The permit and signature card are both required to be onsite for all inspections. Your signature card will indicate which departments need to be contacted for inspections. Inspection request phone numbers are listed next to each department. **You are responsible for contacting and requesting all necessary inspections.** Building Inspections will be the last department you contact to schedule an inspection, this is done only after all other signatures have been acquired.
- After Building Inspections completes its inspection and signs their approval, the Building Inspector will return to the office with the completed signature card, at which time, the final Certificate of Occupancy will be issued.

## Sales Tax Certificate

- A report to the State Comptroller of the sales taxes collected for a Special Event is the responsibility of the permittee. You can get your sales tax permit on-line at [www.window.state.tx.us](http://www.window.state.tx.us) and click on Sales tax on the left side or in person at 400 South Carroll, Suite 1000, Denton, Texas. Please direct all questions to the State Comptroller's Office at 1-800-252-5555.

## Register a Business

- You can register your business "DBA - Doing Business As" at the Denton County Courthouse, 1450 E McKinney. They can be reached at 940-349-2010.

**INCOMPLETE APPLICATIONS WILL DELAY THE REVIEW AND INSPECTION PROCESS. IF YOU ARE UNSURE OR DO NOT HAVE ALL THE INFORMATION BEING REQUESTED, PLEASE TAKE THE APPLICATION WITH YOU AND RETURN IT AT A LATER TIME.**