

Is the building equipped with automatic sprinkler system Yes No Grease Trap: Yes No Smoke Alarms: Yes No

Will food or beverage be manufactured, packaged, stored, distributed, sold or pre-pared in any manner other than vending machines?
 Yes No

Does your Business involve storage, sale, or use of the following?

- | | | |
|--|------------------------------|-----------------------------|
| Flammable or combustible liquids (10 gal. or more) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alcohol Sale /on-site consumption | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| High piled storage of combustible items | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dust producing equipment or materials | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Compressed gasses or Lp Gas | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Explosives, Ammunition or Fireworks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Magnesium or Paint/Flammable Materials | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Poisonous or Hazardous Chemicals or Acids | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Requirements for C/O Inspection (Covers most Cases)

All Commercial businesses in Lindale must have a Certificate of Occupancy. This includes new business, business name changes, relocation of business, or expansion of business.

Copies of required documents listed below must be submitted with your application if applicable

- **DBA (“Doing Business As”** --County Clerk’s Office--200 E. Ferguson, Tyler, TX-- 903-590-2600
<https://www.smith-county.com/government/elected-officials/county-clerk/official-public-records/assumed-names-dba>
- **Federal Tax ID #** --IRS.gov --SS-4 form to apply for fed tax ID:
<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>
- **Federal / State** --Texas Department of Licensing & Regulation or Certificates by other government agencies as required.
<https://www.tdlr.texas.gov/services.htm>
- **State Sales Tax Certificate** -- State Comptroller--3800 Paluxy Dr. Suite 300, Tyler, TX -- 903-534-0333
<https://comptroller.texas.gov> (*If you will be collecting Sales tax)
- **Food Establishment Permit**-- Health Department -- 815 N. Broadway Ave., Tyler TX – 903-535-0037
<https://www.mynethhealth.org/services/environmental-health/applications-forms>
(Approval applies to Food /Restaurant/Hotel and Retail spaces with food or pre-packaged items)
- Suite number on front of suite and building address numbers posted on front of building facing the street in contrasting colors building minimum 6 inches. (readable from road)
- Address on electrical service meter. Electrical panel that is sealed, labeled, intact, grounded, and has proper clearance.
- 5 lb. ABC tagged fire extinguisher (minimum of one) at each Exit Door. Exit signs lights must be operational.

Restaurant:

- All of the above
- Tagged fixed hood system (grease laden vapors appliance) or open flame cooktops
- 20 rated BC portable fire extinguisher of Special K (grease laden vapors)
- Occupancy Content
- Grease Trap Ordinance Compliance Required
- **No open cooktops are allowed in Commercial Occupancies unless protected with vent-a-hood with fire extinguisher system.**

NOTICE TO APPLICANT: A certificate of occupancy will not be issued on any building or structure, or portion thereof, until all provisions of the code or other Ordinances of the City of Lindale are met. Property must have a final inspection prior to issuance of Certificate of Occupancy. Call 903-882-6861 to schedule inspection. Upon approval, you can pick up your certificate or can be emailed. Any certificate of occupancy issued based on incorrect information supplied on this application may be revoked. Signature of occupant's agent constitutes approval for city employees to enter the property for necessary inspections.

Receipt & Acknowledgement

This form shall be signed by the applicant prior to approval of Certificate of Occupancy permit application. This form will be attached to the approved Certificate of Occupancy permit on file. I have read the information provided in the Certificate of Occupancy Application and hereby agree that if a Certificate of Occupancy permit is issued, all provisions of the City Ordinances and State Laws will be complied with whether herein specified or not. I hereby agree to comply with all State and Local laws and Ordinances. Signing this application does not authorize occupancy of the space/ or structure. It is unlawful to use, occupy, or permit the use or occupancy of a building until C.O. is issued.

Authorized Agent of Owners Signature

Home Address, City, State, Zip Code

Print Name

Date

FOR OFFICE USE ONLY

Received by: _____ Filed Date: _____

In Person/Office Emailed Faxed Mailed

Date Paid: _____ Payment Type: Cash Check Credit Card Money Order

Reviewed by Bldg. Official: _____ Date: _____ Approved Denied

Notes: _____

Zoning District: _____ Use/Occupancy Type Verified: Yes No

No. of Parking Spaces Required: _____ Occupant Load: _____ Approved by: _____

Temporary Certificate of Occupancy: Date Issued: _____ Expiration Date: _____
Certificate of Occupancy Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Issued: _____ Not Approved: _____
<input type="checkbox"/> Clean and Show Only Date Issued: _____
Electrical Release to Oncor: <input type="checkbox"/> Yes <input type="checkbox"/> No Agent Name, Conf# and Date _____
Gas Service Release to CenterPoint: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Faxed: _____