



201 Bolivar Street/PO Box 1729 \* Sanger, TX 76266  
940-458-2059(office) www.sangertexas.org

## CERTIFICATE OF OCCUPANCY (CO)

### General Information

#### REQUIRED INFORMATION:

1. Completed and signed Certificate of Occupancy application form
2. Building floorplan and must include:
  - Clear and legible floorplan and markings of building perimeter, rooms and dividing walls
  - Designate all doors, windows, and emergency exits
  - All plumbing locations (sinks, toilets, etc.)

#### CERTIFICATE OF OCCUPANCY WITH EXISTING POWER:

1. Once the CO application has been approved, call (940) 458-2059 to schedule Building and Fire inspections. (48-hour notice is needed for Fire inspections)
2. Once all inspections have been performed and passed, we will call you to pick up your Certificate of Occupancy certificate.
3. Take the certificate to Utility Building at 502 Elm Street to transfer utilities.
4. Once above steps have been completed, you may now occupy the building.

#### CERTIFICATE OF OCCUPANCY NEEDING TEMPORARY POWER:

1. Once the CO application has been approved, if temporary power is needed, call (940) 458-2059 to schedule a Temp Power inspection.
2. After the temporary power inspection has passed, you will need to contact Utility Billing at (940)458-7930 to set up your account for temporary power.
3. Once power has been turned on, call us back at (940) 458-2059 to set up both the Building and Fire inspections. 48-hour notice is needed for Fire inspections.
4. Once all inspections have been performed and passed, we will call you to pick up your Certificate of Occupancy certificate.
5. Take the certificate to Utility Building at 502 Elm Street to transfer utilities.
6. Once above steps have been completed, you may now occupy the building.

#### APPLICABLE FEES:

- \$100.00- Certificate of Occupancy
- \$50.00- Temporary power fee (*if needed*)



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### CERTIFICATE OF OCCUPANCY (CO) APPLICATION

Business Information <i>(Please print)</i>	
Application Date: _____	Does property currently have power? ___Yes ___ No
Business Name: _____	Phone #: _____
Business Usage/Description: _____	
Property Address: _____	City, State, Zip: _____
Property Zoning Classification <i>(if known)</i> : _____	Building Square Footage (REQUIRED): _____

Occupant Information <i>(Please print)</i>	
Occupant's Full Name: _____	Phone #: _____
Email: _____	
Occupant's Address: _____	City, State, Zip: _____

Building Owner Information <i>(Please print)</i>	
Building Owner Name: _____	Phone #: _____
Email: _____	
Building Owner Address: _____	City, State, Zip: _____

APPLICABLE FEES:
<ul style="list-style-type: none"><li>• \$100.00- Certificate of Occupancy</li><li>• \$50.00- Temporary power fee <i>(if needed)</i></li></ul>

REQUIRED INFORMATION:
<ol style="list-style-type: none"><li>1. Completed and signed Certificate of Occupancy application form</li><li>2. Building floorplan and <u>must include</u>:<ul style="list-style-type: none"><li>• Clear and legible floorplan and markings of building perimeter, rooms and dividing walls</li><li>• Designate all doors, windows, and emergency exits</li><li>• All plumbing locations (sinks, toilets, etc.)</li></ul></li></ol>

Signature \_\_\_\_\_

Date \_\_\_\_\_