

Certificate of Occupancy Application

BUSINESS INFORMATION

Property Address:		Suite Number (if applicable)
Business Name:	DBA if applicable:	
Business Owners Name:	Business Owner's Driver's License #/State: (Provide Copy)	
Business Mailing Address:	City/State/Zip:	
Business Owners Phone:	Business Owners Email:	
Sales Tax Permit Number: (Issued by Comptroller)	Number of Employees:	
Square Footage:	Fire Sprinkler: YES NO <i>(Please circle one)</i>	
Description of Business:		
Local Contact/Onsite:	Local Contact Title:	
Local Contact Phone:	Local Contact Email:	

REASON FOR CO

BUSINESS USE

- New Building
- New Business in Existing Space
- Change of Ownership
- Change of Name
- Clean & Show

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Office |
| <input type="checkbox"/> Service | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Wholesale | <input type="checkbox"/> Other: |

- YES, the occupancy / business involves storage, sale or use of the following (Please check all applicable – below)**
- NO, the occupancy / business does NOT involve storage, sale or use of the any of the following.**

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol Sales (off-site consumption) <input type="checkbox"/> Alcohol Sales (on-site consumption) <input type="checkbox"/> Compressed Gas <input type="checkbox"/> Dry Cleaning <input type="checkbox"/> Dust Producing Equipment <input type="checkbox"/> Explosives or Ammunition <input type="checkbox"/> Firearms/Accessories Sales or Service <input type="checkbox"/> Fireworks <input type="checkbox"/> Flammable or Combustible Liquids (10 gallons or more) <input type="checkbox"/> Food Sales/Preparation/Products <input type="checkbox"/> High Piled Stock (Over 12 ft. high) | <ul style="list-style-type: none"> <input type="checkbox"/> Liquid Propane <input type="checkbox"/> Outdoor Storage <input type="checkbox"/> Painting with Flammable Materials <input type="checkbox"/> Poisonous/Hazardous Chemicals/Acids <input type="checkbox"/> Smoking/Tobacco Sales <input type="checkbox"/> Vehicle Repair/Sales/Service <input type="checkbox"/> Vet Clinic/Animal Boarding <input type="checkbox"/> Welding or Cutting <input type="checkbox"/> Other Hazards: _____ | <p><i>*House bill 1112 requires that you provide chemical data sheets to the fire chief showing each hazardous material that you plan to store, use, or dispense with the maximum quantity of each.</i></p> <p><i>**Permits for hazardous materials and other materials, storage, functions and/or processes may be required and obtained by application to the fire department.</i></p> |
|---|---|--|

PROPERTY OWNER (PER COUNTY RECORD)

Property Owner:	Phone:	Email:
Address:		City/State/Zip:

I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. FALSIFIED INFORMATION MAY RESULT IN THE REVOCATION OF THIS CERTIFICATE OF OCCUPANCY AND THE ISSUANCE OF MUNICIPAL CITATIONS. (INCOMPLETE APPLICATION MAY NOT BE ACCEPTED).

Applicant Name:	Applicant Signature:	
Applicant Phone:	Applicant Driver's License #/State: (Provide Copy)	Date:

Applicant is: Business Owner Contractor Tenant Other:

Certificate of Occupancy Application

FOR OFFICE USE ONLY				
Permit #:	Received By: Date:	Upon receipt, sent to all applicable Inspectors (<i>initial</i>):		
Zoning:	Occupancy Load:	Construction Type:	Occupancy Group:	
Block:	Lot:	Addition:	Issued By: Date:	
Upon issuance, sent to all applicable Inspectors:		Comments:		
APPROVAL STATUS				
APPROVED	DENIED	OFFICIAL	SIGNATURE	DATE
		PUBLIC WORKS OFFICIAL		
		Comments:		
		HEALTH OFFICIAL		
		Comments:		
		FIRE MARSHAL		
		Comments:		
		BUILDING OFFICIAL		
		Comments:		
		DIRECTOR OF COMMUNITY DEVELOPMENT		
		Comments:		
		CUSTOMER SERVICE MANAGER		
		Comments:		



Murphy Fire-Rescue/Fire Marshal Office
Office: 972.468.4300/Fax: 972.468.4380

Section 7
Certification of Occupancy/ Fire Marshal Final

This guideline is intended as a resource to assist building owners and general contractors in receiving a Certificate of Occupancy, commonly referred to as a C.O. for their business. These premises are inspected to identify fire related hazards and conditions. Listed below, are the most commonly found fire code violations. This list is not inclusive of all fire code requirements. If you have a question, please contact our office prior to inspection.

The below listed items should be in compliance prior to making an appointment for Fire Department personnel to inspect the facility. An annual Fire Prevention Inspection will also be conducted at the business using these same guidelines.

Exterior Features

1. All fire lanes are clear, unobstructed, and striped per City of Murphy standards.
2. Fire hydrants shall be completed and in working order prior to construction.
3. No accumulation of waste material.
4. Fire Department Connection (FDC) shall be unobstructed with locking Knox Caps in place, and a 5' clear path of travel from the fire lane and within 100 ft. of a fire hydrant.
5. Address on front and rear of building in 6" numbers. The numbers and the background colors shall contrast one another. The numbers must be legible from the street and fire lane.
6. Address shall be listed on the electric and gas meters and/or other disconnecting locations.
7. Knox Box (secured key entry) shall be located at the main entrance and/or riser room.

General

1. Electrical power is required to be operational prior to calling for inspection.
2. Storage clearance: Unsprinkled 24" to ceiling. Sprinkled 18" to sprinkler heads.
3. Sprinkler heads clear of paint / overspray.
4. All ceiling panels in place.
5. Clearance in front of electrical panel (36").
6. Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates.
7. Occupancy load posted.(Where applicable)
8. Fire rated assemblies properly constructed and penetrations sealed.
9. Extension Cord / multi-adapters utilized per code.
10. Abatement of electrical hazards.
11. Mechanical/electrical/boiler rooms free from storage and combustibles.
12. Gasoline stored in proper location / container.
13. General housekeeping and precautions against fire.
14. Wall and ceiling finishes shall be in accordance with the 2006 International Fire Code, for all corridors, rooms and enclosed spaces. Field tests on interior finishes may be required.
15. All required tenant separation wall(s)/demising wall(s) shall be a minimum of 1hr fire rated construction.
16. All fire rated assemblies and fire doors intact.

Exits

1. Accessible means of egress.
2. Exits unlocked.
3. Exits are not blocked.
4. Exit lights operational.
5. Emergency lighting operational.
6. All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

(See Other Side)

Fire Protection Equipment

1. Portable fire extinguisher serviced within 1 year or manufactured in current calendar year.
2. Minimum 2A-10:BC fire extinguishers (moderate hazard) per 1500 sq. ft, with a maximum travel distance of 75 ft. from any point within the building.
3. Sprinkler system "Green Tagged," in-service and deemed operational.
4. Alarm system "Green Tagged," in-service and deemed operational.
5. Kitchen hood and/or spray booth system "Green Tagged," in-service and deemed operational.
6. Other fire protection systems "Green Tagged," in-service and deemed operational.
7. Approved plans and permits on-site.
8. All devices installed according to plans.
9. Fire protection equipment room(s), riser room, labeled and access provided.
10. Access control system/gates in-service and deemed operational.
11. Arrangement of interior walls and/or drop ceiling shall not interfere with the operation of the fire sprinkler system.
12. Fire doors unblocked/operational.
13. Provide spare sprinklers and wrench in cabinet.
14. All fire department inspection forms and permits shall be kept in a permit packet on the job site until final CO inspection.

Additional criteria as required by the Fire Marshal

For In Home Daycare inspections, please contact our office as requirements may differ.