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CITY OF DAYTON - 111 N CHURCH ST - DAYTON, TX 77535 - 936.258.2642

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## CERTIFICATE OF OCCUPANCY/TEMPORARY C/O

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**PERMIT FEE: \$55.00**

**ADDRESS AND OCCUPANT INFORMATION:**

Name of Business: \_\_\_\_\_ Owner/Mgr: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

State Tax ID: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**IF APPLICABLE, PLEASE INCLUDE A COPY OF: T.A.B.C PERMIT, STATE HEALTH PERMIT, SSN, ADA PERMIT #, ASBESTOS SURVEY #, AND ANY OTHER APPLICABLE INFORMATION IF REQUESTED.**

**PROPERTY OWNER/LEASING AGENCY INFORMATION:**

Owner/Lease Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**ADDITIONAL INFORMATION NEEDED FROM APPLICANT:**

**PLEASE NOTE: ANY APPLICANT WHO HAS APPLIED FOR A NEW COMMERCIAL OR INDUSTRIAL ACCOUNT WILL HAVE TO MEET ALL THE DEVELOPMENT AND LAND USE REQUIREMENTS THAT ARE IN ORDER FOR CITY UTILITIES TO BE TURNED ON.**

**PLEASE ANSWER ALL QUESTIONS. IF YES, PLEASE EXPLAIN IN FURTHER DETAIL**

**TYPE OF OPERATION AT THIS LOCATION:** \_\_\_\_\_

Building Square Footage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupancy Projection(S): (Please Include Employees, Customers, Sale Events, Peak Times,Etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will The Applicant Be Doing Any Remodeling To The Existing Site?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will The Applicant Be Increasing The Existing Site In Any Capacity, Including Landscape, Parking, Signage, Drive Thru Window, Driveway, Etc?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will The Site Be Changing Or Combining Its Existing Use In Anyway Now And Future (I.E. Commercial To Residential)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO SUBMIT FORM PLEASE EMAIL IT TO [PLANNING@DAYTONTX.ORG](mailto:PLANNING@DAYTONTX.ORG)**