



City of Fort Worth
Development Services Department
Certificate of Occupancy Application

Project Address: _____ **Bldg/Suite/Unit#:** _____

Legal Description: Addition _____ **Block** _____ **Lot** _____

(Apartments require a list of all addresses, number of units in each building, site plan, floor plan drawn to scale of any non-residential spaces, and pre-code inspections.)

Name of Business: _____

Proposed Business Use: _____ **Previous Business Use:** _____

Electricity Release: (Y / N)

Previous Certificate of Occupancy # (if known): _____

Zoning of Property: _____ **Legal Non-Conforming (LNC#):** _____

Annexation: (Y / N) (If yes, copy of Annexation letter is required)

Mobile Vendor: (Y / N) **License Plate Number For Mobile Vendor:** _____

Site Contact Name: _____

Phone Number: _____ ***E-Mail Address:** _____

*** Please fill out the information below if a Change of Use Required:**

Change of Use with Remodel: Yes _____ (If yes, complete the items below) No _____ (If no, skip to Applicant Name & Signature)

Total Cost of Construction with Materials & Labor: _____

Total Cost of Construction not including Mechanical/Electrical/Plumbing: _____

TABS # (if Cost of Construction is \$50,000 or more): _____

City of Fort Worth Contractor Registration #: _____

Contractor's Business Name: _____

Phone Number: _____ ***E-Mail Address:** _____

Plans Exam Contact Name: _____

Phone Number: _____ ***E-Mail Address:** _____

Applicant Name (Printed): _____

Phone Number: _____ ***E-Mail Address:** _____

Applicant's Signature: _____ **Date:** _____

***Information used, to provide Plan Review status and holds.**

Revised: 05/12/22 DB