



REVISED OCCUPANCY REQUEST GUIDE

PURPOSE

This process is to ensure buildings do not conflict with the intended use and occupancy requirements outlined in the City of Weatherford’s Municipal Code, the International Building Code, the International Fire Code and Consumer Health Regulations.

STEP ONE

(Submit completed form to Planning and Development Building Division)

If you intend to purchase the building and/or intend on leasing/occupying the building all appropriate information will need to be filled out in section 2 and 3. Owner/Agent information must be filled out completely and signed before we can enter the structure. The application is also available online at <http://weatherfordtx.gov/87/Applications-Fees>. Application can be submitted in person, email or fax.

STEP TWO

(Set up utility billing information at Utility Billing)

If you will be occupying the building or space, you will need to set up billing information on the City of Weatherford’s Utility Billing website at: <http://weatherfordtx.gov/1707/Utility-Billing>. For more information please call 817-598-4225.

STEP THREE

(Set up inspection of building or space)

Once we have received and processed this application we will contact you within two (2) business days to set up an inspection. The inspection is performed by a Building Inspector and a Fire Marshal. If the proposed business is going to be a food service establishment, then the Consumer Health Inspector will also be present during inspection. Please see permit information and inspection guide in Section 4.

STEP FOUR

(Approval of Occupancy or obtain remodel permit)

If the use/occupancy of the building is going to stay the same, for example, office to office, retail store to retail store or hair salon to hair salon, the inspection will only focus on Fire/Life/Safety* code violations. If the use/occupancy is changing from office to retail store, retail store to office, office to restaurant or something different the inspection will focus on Fire/Life/Safety* code violations and code requirements for the new use/occupancy. The building or space also may need to be upgraded to allow for access to persons with disabilities per Texas State Law. If you are remodeling you will need a permit to remodel. (See Tenant Improvement Permit Application, <http://weatherfordtx.gov/87/Applications-Fees>)

STEP FIVE

(Release of utilities)

- A. Building not changing use/occupancy. **AND** **APPROVED**
There are no Fire/Life/Safety* code violations. (May need electrical permit to energize power)
- B. Building changing use/occupancy **OR**
There are Fire/Life/Safety* code violations **OR** **NOT APPROVED**
Remodel has started or required by City (Until permit is issued for remodel or repairs)

***Note:** Fire/Life/Safety means: Property damage/Loss of Life/Injury to occupant or public.



\$50 Application Fee

PROPERTY INFORMATION: (Must be filled out)

Property Address: _____

Name of Former/Existing Business at this Location: _____

Name of Proposed Business at this Location: _____

Describe the Type of Business: _____

Is the building vacant? [Yes] [No] How long vacant? _____ Business Sq. Footage? _____

Utilities Billing Party is: [] Tenant [] Property Owner [] Leasing Agent

PROPERTY OWNER CONTACT INFORMATION: (Must be filled out and signed to allow inspection access)

Property Owner Name: _____ Owner is Tenant [Yes] [No]

Property Owner Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

TENANT CONTACT INFORMATION: (If the tenant is other than owner)

Tenant Name: _____ Tenant is Owner [Yes] [No]

Tenant Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

OWNER'S AGENT CONTACT INFORMATION: (Required if representing owner)

Agent: _____

Agent Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

OWNER/AGENT STATEMENT (must be completed)

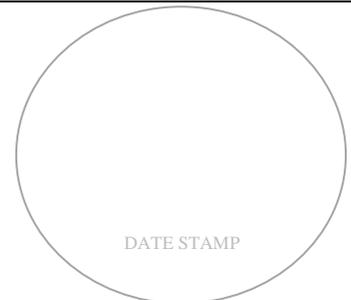
I, _____, as owner or duly authorized officer of the property herein after referenced do hereby execute this document and certify that the information contained in this application is true, accurate and complete to the best of my knowledge.

I attest that work will not be performed as part of this request and that any future work will require application to the building official and the appropriate building permits obtained, in accordance with WMC Title IV, Chapter 2.

(Owner/Agent Signature) (Date)

OFFICE USE ONLY:

Submittal Date: _____



Accepted By: _____

Permit #: _____



Development and Neighborhood Services
119 Palo Pinto St. Weatherford, TX 76086 Phone: 817-598-4284 Fax: 817-598-4487

City of Weatherford

Development and Neighborhood Services Department

Credit Card Application

Permit \$50.00

Company Name: _____

Cardholder Name: _____

Cardholder Address: _____

Credit Card #: _____

Expiration Date: _____

3 digit code: _____

Note: American Express is not accepted.

Signature X _____

**** (The permit will be VOID if payment is not received within 48 hours of application) ****

If you have any questions or concerns please feel free to contact:

**Rebecca Gonzales
City of Weatherford
Permit Technician**

**Phone: 817-598-4284
Fax: 817-598-4487**

rgonzales@weatherfordtx.gov