



the CITY OF PARIS

P. O. Box 9037 • Paris, Texas 75461 • 903-784-9234

Certificate of Occupancy

What is a Certificate of Occupancy (CO)?

A Certificate of Occupancy (CO) is required for all buildings or structures that are occupied by the public. The C.O. contains information concerning the owner or tenant, address of the building, a description of the portions of the building and the use intended, building code verifications for the group and classification of the building or structure, zoning, and approval of the Building Official.

When is a C.O. required?

All existing buildings must have a posted Certificate of Occupancy.

When a new building is constructed and occupied;

If an existing building or lease space is remodeled, enlarged, or altered;

When any new use, tenant, or occupant is established;

When any use, tenant, or occupant of any tenant or lease space is changed;

When any tenant "name" or ownership is changed;

If there is change in use which would place the building or lease space in a different occupancy classification (group and/or division) as referenced in the International Building Code.

Why is a C.O. needed?

Certificate of Occupancy verifies that the building conforms to the most current life safety standards. When the building is existing, has an ownership change, tenant changed, or change in building use, a new C.O. is required to provide that the building is still safe to occupy. All buildings must have a Certificate of Occupancy posted.

How is a C.O. obtained?

Certificate of Occupancy (CO) application may be obtained by downloading the application from our Website www.paristexas.gov, visiting the Planning & Development Department within the City Hall Annex located at 150 1st Street S.E., Paris, Texas, or by calling (903) 784-9234. There is a \$50.00 application fee, and this fee must accompany the application.

When an approved application is completed, the **APPLICANT must call for a Certificate of Occupancy inspection at (903) 784-9234**, the Fire Marshall will contact the applicant and setup an inspection time. All occupancy applications require approved inspections prior to C.O. issuance. Upon successful completion of the building inspection and fire inspection, the Planning and Development Department will issue the C.O.

What should be done with a C.O. once it is obtained?

The C.O. is required to be posted in a conspicuous place on the premises and shall not be removed except by the Building Official.

Can a C.O. be revoked?

Yes. The Building Official may, suspend or revoke a C.O. whenever it is determined that the certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or portion of the building or structure is in violation of any ordinance, regulation, or provision of the building codes.



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Certificate of Occupancy Application

Permit Number: _____

Date: _____

Address: _____

Business Name: _____

Business Contact Name: _____

Contact Phone #: _____

Business/property use: Retail___ Restaurant ___ Wholesale___ Manufacturing___ Church___
Service___ Distribution___ Office___ Warehouse___ Sexually Oriented Business ___ Other___

Describe business: _____

- Is this a change of ownership/business name only? Yes___ No___
- Is this an existing business? Yes___ No___
- Is this a new business? Yes___ No___
- Is building equipped with an automatic fire sprinkler? Yes___ No___
- Is building equipped with a burglar alarm? Yes___ No___

*See Paris Police Department Form

Info: Total Square Feet _____
Sales Tax Number _____

Does your occupancy or business involve the storage, sale or use of the following: (Circle one) YES or NO

If YES, check all applicable items:

- Alcohol Sales
- Cellulose nitrate film
- Explosives or ammunition
- Floor drains in bldg. .
- Food products
- Magnesium
- Smoking
- Welding/cutting
- BYOB Establishment
- Dry cleaning (solvents)
- Fireworks
- Food and/or beverage
- High piled stock (over 12')
- Other hazards (specify)
- Vehicle repair/garage
- Woodworking
- Bales of loose combustible fibers
- Dust producing process
- Flammable or combustible liquids
- Liquid propane gas
- Painting w/flammbles
- Vehicles in building
- X-Ray development

Provide chemical data sheets to Building/Fire Department listing the maximum quantity of all hazardous material.
List all materials discharged to drainage systems or atmosphere _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of a building permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Print Name _____

Signature _____

*****OFFICE USE ONLY*****

ZONING _____
OCCUPANCY TYPE _____

TYPE OF CONSTRUCTION _____
OCCUPANT LOAD _____