



CITY OF MCKINNEY, 221 N. Tennessee, P.O. Box 517, McKinney, Texas 75070 (972) 547-7400

**REQUEST FOR CERTIFICATE OF OCCUPANCY
FOR SPACE IN AN EXISTING BUILDING**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

- A DRAWING OF THE BUILDING
- LEASE SPACE SHADED-IN (IF APPLICABLE)
- A FLOOR PLAN SHOWING ALL SPACES, WALLS, AND DOORS
- Application Fee \$50.00

PLEASE ANSWER ALL SEVEN QUESTIONS.

1. ADDRESS : _____
2. PROPOSED USE: _____
3. PREVIOUS USE: _____
4. TOTAL SQUARE FOOTAGE TO BE OCCUPIED: _____
5. TOTAL NUMBER OF STRIPED PARKING SPACES ON SITE _____
6. BUSINESS NAME: _____
7. CONTACT NAME _____
8. PHONE NUMBER : _____

BUSINESS USE ONLY:

ZONING _____ HISTORIC DISTRICT YES / NO

NO. PARKING SPACES REQUIRED _____

CONSTRUCTION TYPE _____ OCCUPANCY TYPE _____

THIS SPACE (HAS / HAS NOT) BEEN DETERMINED TO BE OKAY FOR A CERTIFICATE OF OCCUPANCY INSPECTION TO BE SCHEDULED BY THE BUILDING DEPARTMENT.

COMMERCIAL PLANS EXAMINER

DATE

