

REQUIREMENTS FOR APPLYING FOR CERTIFICATE OF OCCUPANCY

***Application for Permit:** Complete all the marked items on both pages of the Building Permit.

***Site Plan Detail sheet:** Include Property lines with dimensions; streets; alleys; proposed and existing building locations and sizes; parking lot location(s) and size, parking stalls and size.

***Floor Plan Detail sheet:** Include size/ shape of entire building; layout of rooms to include use; dimensions; size/ location of windows and doors to include door swing. Need to know the ceiling, floor and wall finishing's.

FREQUENTLY ASKED QUESTIONS:

I. Project Information:

- Project name: Company name
- Parcel I.D./ Tax I.D.: Leave blank
- Fill in Address, County, Zip Code: Business

II. Identification

- A. Owner of Lease
- Fill out Name, Telephone number, Cell Phone number, Address, City, State, Zip Code, Email Address and Fax number.
- If hiring someone else they need to fill out B or C.

III. Type of Improvement & Plan Review

- A. Type of Improvement – Check Certificate of Occupancy
- B. Work to be performed - Leave blank

IV. Proposed Use of Building

- A. Residential – Proposed Use : Leave blank
- B. Non-Residential – Proposed Use : Fill out
- Describe Project in Detail: (Name change, owner change or never had a Certificate of Occupancy.)

V. Selected Characteristics of Building

- Leave blank

VI. Applicant Information

- Only fill out – Signature of Applicant, Date, Daytime Phone#, Printed Name, Address



Preparing Plan Documents for the FTP Site

Electronic submittal via the FTP site is the most preferred method for plan submittal for both residential and commercial review. This service provides multiple features to help expedite the plan review process for your convenience including, but not limited to, same day project retrieval, same day distribution of documents to other departments as needed for review (commercial), ease of revision submission, increased legibility of plan documents, and immediate availability of reviewed/ approved plan packages for retrieval. To utilize this service, please follow the instructions below:

1. Convert your CAD Drawings into individual PDF documents. Your plan documents must be in PDF form. We cannot open CAD drawings or any other form of electronic media. **DO NOT COMBINE THE INDIVIDUAL DOCUMENTS INTO A SINGLE PDF FILE. WE WILL NOT ACCEPT A SUBMITTAL AS A SINGLE PDF FILE. WE WILL REQUEST A RE-SUBMITTAL FOR INDIVIDUAL DOCUMENTS.** Ensure each page is physically oriented properly when viewing, also name each sheet as to the contents (Example: A1.0 Cover Sheet or A2.1 Floor Plan). Do not add any other information such as the project name, etc. Move these PDF files to a single location in a File Folder.
2. Scan all associated documents, (Permit Application, Energy Code Compliance, Asbestos Survey, TDLR, Spec Book, etc) converting to PDF files. You may combine each of these into a single PDF for each type. Place these in the File folder with the Plan PDF files.
3. **Highlight the PDF's within the folder and select send to zip file. This will create a compressed file that can be uploaded.**

To take advantage of the same day project retrieval convenience of the FTP site, please be sure your project has ALL of the documents listed on the Project Acceptance Checklist included and these documents are formatted as above. Submittals in any other format will not be accepted.



509 S.E. 7th Ave.
Amarillo, TX 79105
Country

PHONE (806) 378-3041
FAX (806) 378-3085
E-MAIL building@amarillo.gov
WEB SITE amarillo.gov



Building Safety FTP Site Access (Windows)

The FTP site must be accessed through an FTP client such as FileZilla. Below is a link to the FileZilla Client Download website but if you prefer to use another FTP client please feel free:

FileZilla: <https://filezilla-project.org/download.php>

Note: Other FTP client downloads are available and will serve the same purpose, however, these instructions are for FileZilla. The logon information should be the same for any other client.

After you have finished downloading your client:

1. Click the "Open the Site Manager" button in the top left corner below "File"
2. Click "New Site" and name the site as you choose.
3. In the "General" tab, enter/select the information as follows:
Host: bs.ftp.amarillo.gov
Protocol: FTP- File Transfer Protocol
Encryption: Only use plain FTP (insecure)
Logon Type: Normal
User: public@bs.ftp.amarillo.gov
Password: bscoa2015
4. Click "Connect". The Site Manager should close and you should see the status in the top left box state "Directory listing of "/" successful. "

Note: Do NOT use the "Quick Connect" option offered. The defaults of this program will not allow you to connect the the server.

Once you have successfully connected to the FTP site:

1. Package your project as instructed on the Document Preparation page.
2. Locate your plan in your local directory (the window to the left).
3. Left click and hold to "grab" your zip file and drag it to the FTP window (on the right).
4. Wait for your files to upload successfully (status bar is located at the bottom).
5. Send an email to building@amarillo.gov notifying us of the upload with your contact information.
6. To retrieve your plans left click and hold to "grab" your zip file from the FTP window (on the right) and drag it to your local directory file window (on the left).

The FTP client will only need to be downloaded once onto your computer. For uploading any plans after that, simply reopen the FTP client and small down arrow beside the "Open the Site Manager" button and select the site name you created as above and repeat steps 2-5.



808 S Buchanan St.
Amarillo, TX 79105

PHONE	(806) 378-3041
FAX	(806) 378-3085
E-MAIL	building@amarillo.gov
WEB SITE	amarillo.gov



Department of Building Safety

808 S Buchanan St
Amarillo, TX 79101-2539

Inspection Line 806-342-1555—Phone 806-378-3041—Fax 806-378-3085

Applicant to Complete All Items in Sections I, II, III, IV, V and VI

Note: Separate Applications Must be Completed for Plumbing, Mechanical and Electrical Work Permits

*

I. Project Information

 RESIDENTIAL

 NON-RESIDENTIAL

PROJECT NAME

PARCEL I.D. / TAX I.D.

ADDRESS

COUNTY

ZIP CODE

*

II. Identification

A. Owner or Lessee

NAME

TELEPHONE # (Include Area Code)

CELL PHONE #

ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

FAX NUMBER

B. Architect or Engineer

NAME

TELEPHONE # (Include Area Code)

CELL PHONE #

ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

FAX NUMBER

C. Contractor

NAME

TELEPHONE # (Include Area Code)

CELL PHONE #

ADDRESS

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

FAX NUMBER

III. Type of Improvement and Plan Review

A. Type of Improvement

 NEW BUILDING

 REPAIR/REPLACE

 ACCESSORY BLDG.

 MOVING

 ADDITION

 DEMOLITION

 SWIMMING POOL

 MISC

 ALTERATION

 FOUNDATION ONLY

 DECK

 CERTIFICATE OF OCCUPANCY

B. Work to be performed

 BUILDING

 ELECTRICAL

 PLUMBING

 MECHANICAL

Plans must be submitted with an Application for Plan Examination and the appropriate fees before a permit can be issued, except as listed below.

 ROOFING, SIDING, WINDOWS

 ALTERATIONS AND REPAIR WORK DETERMINED BY THE BUILDING OFFICIAL TO BE OF A MINOR NATURE

Plans and specifications are required for all other building projects.

IV. Proposed Use of Building

A. Residential – Proposed Use

- Single Family
 - Two Family
 - Multi-Family (Number of Units _____)
 - Attached Garage
 - Detached Garage
 - Finished Basement
 - Unfinished Basement
 - Crawl Space / Pier & Beam
 - Occupied Yes No
 - _____
 - _____
 - Wood Burning Stove
 - Masonry Fireplace
 - Gas Log Wood Burning
 - Pre-Fab Fireplace
 - Gas Log Wood Burning
 - Deck
 - Modular Home
 - Mobile Home/Manufactured Home
 - # of Bedrooms _____
 - # of Bathrooms: Full _____ Partial _____
 - _____
 - _____
- Is there a fireplace in a bedroom: Yes No

B. Non-Residential – Proposed Use

- Assembly
- Factory
- Institutional
- Storage
- Utility or Miscellaneous
- Business
- Hazardous
- Mercantile
- Food Service
- Other _____
- Hazardous material to be stored on site

* Type of Use _____

* Type of Construction _____

IMPERVIOUS SURFACE AREA: _____
 (FORMULA: TOTAL AREA OF LOT MINUS TOTAL AREA OF LIVING GROUND COVER)

*

DESCRIBE PROJECT IN DETAIL: _____

V. Selected Characteristics of Building

A. Principal Type of Frame

- WOOD FRAME MASONRY WALL BEARING STRUCTURAL STEEL REINFORCED CONCRETE OTHER: _____

B. Principal Type of Heating

- NATURAL GAS LP GAS ELECTRICITY GEO THERMAL OTHER: _____

C. Type of Sewage Disposal

- PUBLIC SEPTIC SYSTEM

D. Type of Water Supply

- PUBLIC PRIVATE WELL OR CISTERN

E. Type of Mechanical

- WILL THERE BE AIR CONDITIONING? YES NO WILL THERE BE AN ELEVATOR? YES NO

F. Dimensions

NUMBER OF STORIES _____

COST OF CONSTRUCTION _____

TEXAS ARCHITECTURAL BARRIERS ACT/EABPRJ# _____
Required for Commercial projects over \$50,000

FLOOR AREA: TOTAL AREA _____

1ST FLOOR _____

2ND FLOOR _____

OTHER FLOOR _____

BASEMENT _____

VI. Applicant Information

APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION

APPLICANT: CONTRACTOR ARCHITECT/ENGINEER HOMEOWNER**(See Homeowner Affidavit)

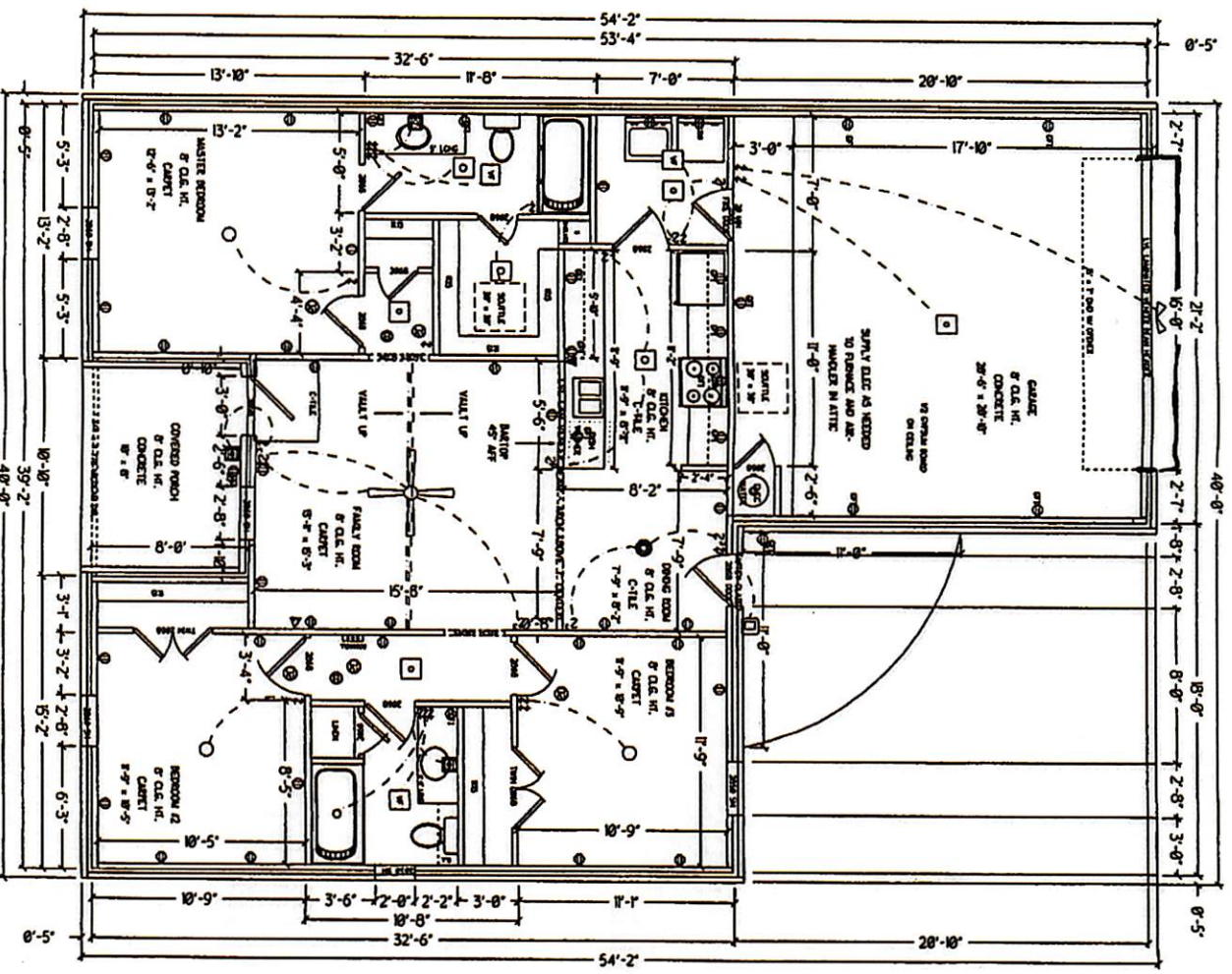
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF TEXAS AND THE CITY OF AMARILLO. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

*

SIGNATURE OF APPLICANT	DATE	DAYTIME PHONE #
PRINTED NAME	ADDRESS	

****HOMEOWNER AFFIDAVIT:** I HEREBY CERTIFY THAT THE WORK DESCRIBED ON THIS PERMIT APPLICATION SHALL BE INSTALLED BY MYSELF IN MY OWN HOME IN WHICH IS MY LEGAL RESIDENCE OF RECORD AND I HAVE NOT OBTAINED OR HELD A BUILDING PERMIT WITHIN ANY TWO (2) YEAR PERIOD AS A HOMEOWNER FOR WORK AT (3) DIFFERENT ADDRESSES. ALL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF AMARILLO BUILDING CODE. I WILL COOPERATE WITH THE CITY OF AMARILLO INSPECTOR AND ASSUME THE RESPONSIBILITY TO ARRANGE FOR REQUIRED INSPECTION.

EXAMPLE OF FLOOR PLANS



SQUARE FOOTAGE LEGEND
 FINISH FLOOR 1238 SQ. FT.
 GARAGE 468 SQ. FT.
 PORCH 80 SQ. FT.
 TOTAL UNDER ROOF 1786 SQ. FT.

EXAMPLE OF SITE PLANS

