

# REQUIREMENTS FOR APPLYING FOR CERTIFICATE OF OCCUPANCY

## Per City ordinance Sec. 4-10-21

- (a) No land shall hereafter be used unless a Certificate of Occupancy and Compliance shall have been issued by the Building Official of the City, stating that the Building or proposed use of land or Building complies with the provisions of this chapter and other Building laws of the City.

A C of O only permit is granted when there is a change of use or no C of O was ever issued, and no alteration or addition are to be done. If alterations or addition are to be done you will need to submit for a remodel/repair with a registered contractor.

### **\*Application for Permit: Visit**

<https://www.amarillo.gov/departments/planning-anddevelopment-services/building-safety>. Click on red "How to use new software" icon and watch the training videos. After watching the training videos click on the red "New Software (CSS)" icon to get started with setting up your account and professional license.

### **Required Drawings**

**\*Site Plan Detail sheet:** Include Property lines with dimensions, streets and alleys. 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. Also note the ceiling, floor and wall finishing. All emergency lighting.

**\*If you are applying for a C of O and there is any type of kitchen or bar area you will need to supply the grease trap calculation with engineer stamp.**