



Certificate of Occupancy Application

MyGov Application ID #: _____

For Inspections:

Email: csellers@cityofjustin.com
Phone: 940-648-2541 Ext. 125
For AM call before 7:30 AM
For PM call before 12:30 PM

JUSTIN
1887

Development Services Department
415 N. College Ave., Justin, TX 76247
Email: permits@cityofjustin.com
940-648-2541 Ext. 122

Reason for Application:	<input type="checkbox"/> New or structurally altered building
<input type="checkbox"/> Change of Occupant	<input type="checkbox"/> Use of vacant land, except agriculture
<input type="checkbox"/> Change in use of an existing building	<input type="checkbox"/> Change in use of a nonconforming use
<input type="checkbox"/> Change in use of land	<input type="checkbox"/> Other (please explain):

Business Information: Complete all Fields

Business Name	Business Phone
Business Address	Business Email
Business Owner Name	Business Owner Address
Business Owner	Business Owner Phone/Email
Business Owner Address	Business Tax ID#

Property Information: Complete all Fields

Property Legal Description (LOT/BLOCK/SUBDIVISION)	Square Footage of Occupied Space
Property Zoning	Property Owner Name
Property Owner Address	Property Owner Phone Number

Application is hereby made to the City of Justin, Texas, under provisions of the zoning ordinance to use and occupy the premises for:

I (We), understand that should said premises be used or occupied contrary to this application's stated reason or the Zoning Ordinance, or any building, fire, sanitary, health laws or ordinances of the City of Justin, that I (we) shall be subject to penalty in accordance with the provisions of the Zoning Ordinance or other applicable regulations

Signature of Applicant: _____ Date: _____

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

Fee: \$ _____	Building Official approval date: _____
Form Received By: _____	Fire Marshal approval date: _____
Date Received: _____	Public Works Approval date (if applicable): _____
Date Issued: _____ Date Paid: _____	Health Inspector approval date (if applicable): _____
<input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/> Check(s) #: _____	