



**CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION
APPLICATION FOR RE-OCCUPANCY PERMIT**

(ALL FIELDS MUST BE COMPLETED)

PROPERTY INFORMATION:

Project Address _____

How Long Has Property Been Vacant? _____ Does the building have power? _____

Area of space to be occupied _____ Total area of building _____

Former Use of Property (please be specific) _____

Proposed Use of Property (please be specific) _____

Name of Business (Please Print) _____

Will an advertising sign be installed? Yes No

ITEMS NEEDED:

- **Floor Plan – Detailing the inside of building with dimensions of rooms; outside as well.**
- **Any remodeling may require a building permit.**
- **Asbestos survey is required prior to any disturbance of existing building material.**
- **Site Plan- showing parking spaces & cross streets.**
- **Water Service must be connected prior to Building Dept. conducting an inspection.**
- **I understand that a certificate of occupancy (CO) from the City is required prior to the commencement of operation of the proposed business/service and that electric power may be disconnected if such business operation occurs without "CO".**

A "CO" will not be issued until all requirements have been completed and approved by the City. Initial _____

APPLICANT/OWNER INFORMATION:

Applicant/Authorized Agent _____ Phone _____ FAX _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address (for project correspondence only): _____

Property Owner _____ Phone _____ FAX _____

Mailing Address _____ City _____ State _____ Zip _____

Email Address (for project correspondence only): _____

- I understand that I am requesting a re-occupancy for an existing structure within the city limits of Wichita Falls and that compliance with various City, State, and Federal laws may be required.
- I understand that the proposed use or a proposed change in use (i.e. proposed use is different from the previous use) may require compliance with current laws including the Americans With Disabilities Act (ADA) of 1990. To gain this compliance, I may be required to retain the services of one or more licensed contractors to upgrade and/or install the applicable items. The appropriate permits from the City are required prior to the commencement of any such upgrades and/or installations.
- I understand that the City will review my submittal and schedule an inspection within 48 hours; however, I may be asked to submit additional information.

I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. **If any of the information provided on this application or the submittal checklist is incorrect the permit or approval may be revoked.** I also understand that the submittal of and payment for this application to the City does not guarantee the reconnection of electricity or a certificate of occupancy.

Applicant's Signature: _____ Date: _____

Property Owner(s) Signature: _____ Date: _____

Accepted by: _____ Date: _____