

Submittal Requirements for Automotive Certificate of Occupancy Applications

A. Submittal requirements:

1. Completed CO application packet. Automobile & Motorcycle Sales, Leasing, Service and Repair (new and/or used) must indicate on their application if there will be repair on site.
2. Copy of driver's license or State identification card of the applicant or of the property owner
3. Scaled site plan showing the following:
 - a. Entire boundaries including the driveway locations, public sidewalks and public alleys.
 - b. Designated parking spaces for employees.
 - c. Designated parking spaces for customers.
 - d. Designated parking areas for cars awaiting repair and/or for sale.
4. Scaled floor plan showing:
 - a. Office area
 - b. Repair area - there must be sufficient area inside the building to repair cars inside.
 - c. Bathrooms
 - d. All other spaces

B. Inspection scheduling:

1. Major auto repair businesses will not be inspected until a permit has been obtained from the Fire Department. The customer must show proof to the Building Inspection Department that the Fire Department permit has been obtained.
2. Major and Minor Auto Repair businesses, including Auto Sales that will have repair on site, will not receive their formal CO inspection until the Health and Pre-treatment Departments have inspected and/or released the properties.
3. After receiving approvals from Health and Pre-treatment, the customer is responsible to schedule a CO inspection with the Building Inspection using the IVR system.

C. Utility releases:

1. Utilities will not be released until all inspection items have been completed.
2. Automobile & Motorcycle Sales, Leasing, Service and Repair businesses will not receive permanent utilities until a dealer's license is presented to the office staff.

D. Bi-annual maintenance inspection

1. Each establishment shall be inspected at least twice each year to ensure compliance with all ordinances.



GARLAND

BUILDING INSPECTION

Requerimientos para Someter una Aplicación de Certificado de Ocupación para Negocio Automotriz

A. Requisitos para someter aplicación:

1. Llene el paquete de aplicación para CO. Si el negocio de Venta, Alquiler, Servicios y Reparaciones de Automóviles y Motocicletas (nuevos y/o usados) incluye reparaciones en el local, debe ser indicado en la aplicación.
2. Copia de la licencia de conducir o tarjeta de identificación del Estado del solicitante o del dueño de la propiedad.
3. Tiene que pagar una cuota de \$38 no reembolsable para procesar la aplicación. Cuando la propiedad sea evaluada e inspeccionada, y si el solicitante determina proceder, tendrá que pagar \$150 para completar el proceso de CO.
4. Presente un plano del sitio en escala con la siguiente información:
 - A. Las líneas de propiedad incluyendo la entrada, la banqueta y el callejón público.
 - B. Los espacios de estacionamiento designados para todos los empleados.
 - C. Los espacios de estacionamiento designados para los clientes.
 - D. El área designada de estacionamiento para los autos en espera de reparación.

B. Planificar la inspección:

1. Cuando Venta, Alquiler, Servicios y Reparaciones de Automóviles y Motocicletas (nuevo y/o usado) incluye reparaciones como parte del negocio, el proceso de la inspección será igual que el #3.
2. Los negocios de Reparaciones Mayores de Automóviles no serán inspeccionados hasta que obtengan un permiso del Departamento de Bomberos.
3. Los negocios de Reparaciones Mayores y Menores de Automóviles, incluyendo Venta del Autos que tendrán reparaciones en el local, no serán inspeccionados hasta que el Departamento de Salubridad y Pre-Tratamiento aprueben la propiedad.

C. Ceder utilidades (electricidad, agua, basura):

1. Las utilidades permanentes no serán liberadas a un negocio de Venta, Alquiler, Servicios y Reparaciones de Automóviles y Motocicletas hasta que una licencia de comerciante (dealer's license) sea presentada al personal de la oficina.

D. Inspección de mantenimiento Semestral:

1. Cada establecimiento debe ser inspeccionado mínimo dos veces por año para asegurar la conformidad con todas las ordenanzas.

CERTIFICATE OF OCCUPANCY APPLICATION

CITY OF GARLAND
 P.O. BOX 469002, 800 MAIN STREET
 GARLAND, TX 75046-9002
 OFFICE: (972) 205-2300 FAX: (972) 205-2839
<http://www.garlandtx.gov>

CERTIFICATE# _____
 CONDITIONAL CERTIFICATE# _____
 CLEAN & SHOW #: _____

Contact E-Mail Address:

STREET ADDRESS (BUSINESS ADDRESS)	SUITE #
NAME OF BUSINESS (DBA)	
NAME OF BUSINESS OWNER (IF APPLICABLE)	PHONE
MAILING ADDRESS (WHERE YOU WANT THE C/O MAILED)	
CITY, STATE, ZIP	
NAME OF CORPORATION (IF APPLICABLE)	PHONE
TOTAL OCCUPIED AREA: _____ SQUARE FEET FIRE SPRINKLERED? ___ YES ___ NO	
CHECK THE FOLLOWING: ___ NEW CONSTRUCTION ___ PREVIOUSLY OCCUPIED REMODELING ___ YES ___ NO	
PLEASE DESCRIBE THE TYPE OF BUSINESS / ACTIVITIES THE BUILDING OR LEASE SPACE WILL BE USED FOR (BE SPECIFIC): _____ _____	
EXISTING GARLAND COMPANY? ___ YES ___ NO NEW START-UP COMPANY? ___ YES ___ NO RELOCATING? ___ YES ___ NO IF RELOCATING, WHERE FROM?	

NOTICE TO APPLICANT ANY CERTIFICATE OF OCCUPANCY ISSUED ON THE BASIS OF INCORRECT INFORMATION SUPPLIED ON THIS APPLICATION MAY BE REVOKED. SIGNATURE OF OCCUPANT OR OCCUPANT'S AGENT CONSTITUTES APPROVAL FOR CITY EMPLOYEES TO ENTER THE PROPERTY FOR NECESSARY INSPECTIONS.

OWNER OF BUSINESS INFORMATION

NAME (PRINT) _____ PHONE _____
 DRIVER'S LICENSE # _____ DATE OF BIRTH _____ DL EXPIRATION DATE _____

 SIGNATURE OF OWNER _____ APPLICATION DATE _____

CORPORATION INFORMATION

NAME (PRINT) _____ PHONE _____
 DRIVER'S LICENSE # _____ DATE OF BIRTH _____ DL EXPIRATION DATE _____

 SIGNATURE OF OWNER _____ APPLICATION DATE _____

OFFICE USE ONLY

CHANGE IN OCCUPANCY? ___ YES ___ NO	OVERLAY <input type="checkbox"/> SH 190 <input type="checkbox"/> IH30 <input type="checkbox"/> IH635 <input type="checkbox"/> DOWNTOWN <input type="checkbox"/> AUTOMOTIVE
BUILDING PERMIT# _____	PREVIOUS USE OF BLDG _____
ZONING _____ PD # _____	OTHER CITY DEPTS NOTIFIED:
OCCUPANCY _____ CONSTRUCTION TYPE _____	ENVIRONMENTAL HEALTH Notified <input type="checkbox"/> Yes <input type="checkbox"/> No E-Mail Attached <input type="checkbox"/>
BLD INSP APPROVAL _____ DATE _____	PRE-TREATMENT Notified <input type="checkbox"/> Yes <input type="checkbox"/> No E-Mail Attached <input type="checkbox"/>
BI ACCEPTED _____ DATE _____	CODE COMPLIANCE Notified FOR APTS <input type="checkbox"/> Yes <input type="checkbox"/> No E-Mail Attached <input type="checkbox"/>
BI ISSUED _____ DATE _____	
<input type="checkbox"/> UPDATED C/O INFORMATION	<input type="checkbox"/> NAME CHANGE
	<input type="checkbox"/> AMENDMENT TO EXISTING C/O

CERTIFICATE OF OCCUPANCY APPLICATION

**DOES YOUR OCCUPANCY INVOLVE:
PLEASE CHECK APPROPRIATE USES:**

___ RETAIL USE (PROVIDE LIST OF ITEMS TO BE SOLD) _____

___ ALCOHOLIC BEVERAGES

___ ADULT OR CHILD CARE (MORE THAN 5)

___ EXPLOSIVES/AMMUNITION/FIREWORKS

___ WELDING OR OPEN FLAME

___ WOODWORKING/DUST PRODUCING EQUIPMENT

___ FOOD AND/OR BEVERAGE PROCESSING, STORAGE OR SALES

___ GARAGE VEHICLE SERVICE / VEHICLE REPAIR

___ POISONOUS OR HAZARDOUS CHEMICAL/ACIDS

___ FLAMMABLE LIQUIDS OR GASES (30 GALLONS OR MORE ONLY)

___ COIN OPERATED GAMES, HOW MANY? ___

___ COMPRESSED GASES (LPG., ETC.)

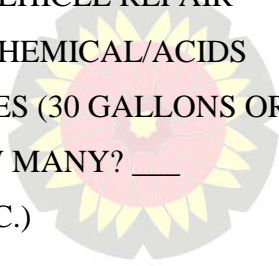
___ SEMI CONDUCTOR

___ RECLAIMING WASTE MATERIALS

___ SPRAY PAINTING

___ 12 FT. IN HEIGHT (INSIDE BUILDING) _____

___ NUMBER OF SQ. FT. STORAGE OVER 15 FEET IN HEIGHT
(INSIDE BUILDING) _____



GARLAND

BUILDING INSPECTION

Automotive Uses Certificate of Occupancy Requirements

Check the definition that best describes your proposed business:

Automobile and Motorcycle Sales, Leasing, Service and Repair: A facility for the display, service and retail sale or rental of new or used automobiles or motorcycles. Vehicles that require repair or which cannot be legally operated shall not be stored on site for more than fourteen (14) days.

Will there be auto repair done on site? Yes No

Automobile Repair, Major: Major repair, rebuilding, replacement or reconditioning of engines or transmissions for motor vehicles; wrecker service with vehicle storage; collision services including body, frame or fender straightening or repair; customizing; overall painting or paint shop; automotive glass and upholstery; those uses listed under “Automobile Repair, Minor” and other similar uses. All repair work shall be performed inside a structure. Vehicles shall not be stored on site for longer than ninety (90) days.

Automobile Repair, Minor: Minor repair or replacement of parts, tires, tubes, and batteries, diagnostic services; minor motor services such as grease, oil, spark plug, and filter changing; tune-ups; emergency road service; replacement of starters, alternators, hoses, brake parts, mufflers; automobile washing, steam cleaning, and polishing; performing state inspections and making other minor repairs necessary to pass said inspection; servicing of air-conditioning systems, and other similar minor services for motor vehicles except heavy load vehicles, but not including any operation named under “Automobile Repair, Major” or any other similar use. All repair work must be performed inside a structure. Vehicles shall not be stored on site for longer than fourteen (14) days.

Things that you and your employees should be aware of while operating this business:

1. All items must be stored out of public sight until properly removed from the property. For example: tires removed from vehicles may not be placed in the rear of the business in plain sight; they must be contained within an acceptable storage container (approved by Building Inspection) until they are removed by the business' chosen vendor.
2. Outdoor storage and display of new goods, products and merchandise is allowed as long as the business adheres to the following rule: the display may be no more than five (5) feet in height; may not extend more than five (5) feet **from** the building; and you must maintain a five (5) foot pedestrian walkway that does not push the pedestrian into vehicular traffic on the property or the city right of way (including the city sidewalk).
3. NO WORKING OUTSIDE. As all the definitions above state: “all repair work must be performed inside a structure”.

4. The parking lot must be maintained at all times. Pot holes and ruts must be repaired in a timely manner. The parking spaces must always be striped visibly and clearly marked for customer and employee.
5. The building must be maintained. The same paint scheme should extend around the entire building; any warped or deteriorating exterior materials must be IMMEDIATELY repaired; lighting/electrical/plumbing repairs should be maintained in order to provide both a safe work place but also a safe place for the customer.
6. **Signage should be issued a permit through the Building Inspection Department prior to installation.** Banners are allowed in most areas of the city; however, there are some areas in which they are NOT allowed. You should check with the Building Inspection Department to determine if your business is allowed banners or not. *A permit is required for all banners.*
7. You may not store vehicles in the city right of way. For example: new car businesses have a tendency to “show” their vehicles outside the fencing they have around their property along the street; this is, in fact, city right of way and is not allowed. Additionally, in the approach of the entrances to the business (that portion of concrete that takes your customers from the street onto your property) is city right of way and vehicles may not be stored nor “shown” in these areas.
8. As stated in the definitions above *Automobile and Motorcycle Sales* and *Automobile Repair, Minor* MAY NOT STORE VEHICLES ON SITE FOR MORE THAN FOURTEEN (14) DAYS; *Automobile Repair, Major* MAY NOT STORE VEHICLES ON SITE FOR MORE THAN NINETY (90) DAYS.

Violations of any of the above constitutes a violation of the City of Garland Zoning Ordinance and will cause the Building Inspection Department personnel to either issue citations for every day until such a time that each violation is abated or will result in the revocation of my businesses Certificate of Occupancy.

Signature of Owner / Manager / Agent for Business

Date

Name of Business

Address of Business

**BOTH PAGES OF THIS DOCUMENT ARE TO BE DISPLAYED ON SITE NEXT TO THE
BUSINESSES CERTIFICATE OF OCCUPANCY.**

City of Garland
Fire Prevention
P.O. Box 469002
Garland, Texas
75046-9002
972/205-2000

Date: _____

Confidential Emergency Contacts for the Fire Department

Business Name: _____

Address: _____ Suite # _____

Garland, Texas zip code _____

Phone: _____

Manager's Name: _____

Day Time Phone: _____ After Hours Phone: _____

Cellular Phone: _____

Owner's Name: _____

Day Time Phone: _____ After Hours Phone: _____

Cellular Phone: _____

In case of Emergency:

FIRE

First person to notify: _____

Phone#: _____

Second person to notify: _____

Phone #: _____



www.ci.garland.tx.us or www.garlandutilities.org

UTILITY RELEASE & COMMERCIAL UTILITY SERVICE APPLICATION
USE BLUE OR BLACK INK ONLY AND PLEASE PRINT CLEARLY

My Utility Company is GP&L TXU N/A (Landlord pays utilities)

Address of Business:		Zip:	Requested Connection Date:
New Business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Existing Business in Garland? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If an existing business, do you wish to disconnect utilities at your previous location? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, effective date to discontinue <u>Garland</u> utilities (does not include TXU or Atmos):			
Address of previous location within Garland:			
Account Name (legal name as recorded with Texas Secretary of State, or DBA as recorded with Dallas County, or business owner's name):			
Billing Address (if different from Business address):			
Type of Business:			
Total Sq. Ft. of Building:		Air Conditioned Sq. Ft.:	
Owner of Business:			
Home Address:			
Home Phone:		Office:	Cell:
State Tax ID No:		Federal Tax ID No:	
Name and Address of Other Businesses You Own:			
I understand that this release is not a certificate of occupancy and that occupancy of the structure or operating a business in the structure before issuance of a certificate of occupancy IS NOT LEGAL. I further understand that the utilities may be disconnected if the structure is used or occupied for any purpose without a certificate of occupancy.			
Signature and Title:		Name (please print)	
Driver License No./State	Date of Birth:		Social Security No.:
Name and Title of Primary Contact (please print):			
Work Phone:		Cell:	
Home:	Fax:		Email:
↓For Office Use Only↓			
Release Approved by Building Inspection:		Date Approved	
<input type="checkbox"/> C/O	<input type="checkbox"/> Clean & Show	<input type="checkbox"/> Temp/Builder Utilities	<input type="checkbox"/> Res. Construction Water
<input type="checkbox"/> Electric	<input type="checkbox"/> Domestic Water	<input type="checkbox"/> Irrigation Water	
CSR:	Date:	<input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> Spk	
Account No:	Location No:	Deposit: \$	



www.ci.garland.tx.us or www.garlandutilities.org

CITY OF GARLAND PRIVACY POLICY NOTICE

OUR PRIVACY POLICY

Protecting your privacy is important to us. In providing utility services to you, we collect certain nonpublic personal information about you. Our policy generally is to keep this information strictly confidential, and to use or disclose it as needed to provide services to you, or as permitted or required by law or by you. Our policy applies equally to our former customers, as well as individuals who simply inquire about the services we offer. We may change this policy in the future upon notification to you in a manner we determine to be appropriate. Should you continue to receive services from us after the notification you will be deemed to have consented to the changes in the policy.

INFORMATION WE COLLECT

The nonpublic personal information we have about you includes information you give us when you apply for or establish an account for service, or when you write or call us, such as your name, address, social security number, and employment and financial information. It also includes information we collect from other City departments as well as outside third parties, including other governmental agencies, credit reporting agencies and credit or service bureaus in connection with the processing of an application for utility service or in updating or verifying your personal account information. The information is used in connection with the provision of service to you, including evaluating your application for service, service delivery, billing and invoicing, collection of fees and charges, marketing and similar purposes.

INFORMATION WE DISCLOSE

The City considers the nonpublic personal information contained in its utility records to be confidential. However, we may disclose nonpublic personal information to credit reporting agencies as permitted by law; to local, state and federal law enforcement pursuant to a lawful purpose; to affiliated and non-affiliated third parties acting on our behalf; to the appropriate regulatory agencies as part of their regulatory oversight; to collect an outstanding debt for utility services; or as otherwise permitted or required by law. In addition, as a governmental entity, we are subject to the Texas Public Information Act and may be required upon written request to release some of the types of information maintained in our records. You may contact the Texas Attorney General's Office at 1-800-252-8011 for more information about this law.

HOW WE SAFEGUARD YOUR INFORMATION

We restrict access to nonpublic personal information about you to those persons who need to know it or who are permitted or required by law or you to receive it. We maintain physical, electronic and procedural safeguards to protect the confidentiality of your information.

HOW WE DISPOSE OF YOUR INFORMATION

Your nonpublic personal information may be destroyed after it is no longer necessary for the purpose for which it was collected or to satisfy legal requirements. Any destruction of documentary information will be accomplished by shredding the documents in a document shredder. Electronically stored information may be maintained indefinitely.

City of Garland Sign Permit Memorandum

Excerpts from the City of Garland Code of Ordinances

Do not install any sign(s) without checking with Building Inspection and applying for permit(s). Each sign requires a separate permit.

Portable signs are not allowed anywhere in the City of Garland.

Banners and/or inflatables are allowed within the first twenty (20) days of your grand opening. No banners or inflatables are allowed after this time.

Do not place signs in windows that would obscure more than 25% of the window area. No window signage may remain in place more than 60 days in any six-month period.

Illegal signage means any sign that was erected in violation of the sign regulation applicable at the time of erection of said sign.

Please Contact the City of Garland Building Inspections Department at 972-205-2300 or visit the City of Garland Website at www.garlandtx.gov for more information.

Signature

Date

Address of Business



Garland Fire Department
Fire and Life Safety
Self Inspection Checklist
972-781-7148
972-781-7119

Please complete this checklist and we will contact you after your paperwork reaches us. Your business needs to be in operation and the checklist needs to be completed prior to inspection. Keep in mind this is not a complete checklist and other violations may be found.

- Is the address of the building /suite visible from the street or fire lane? (minimum 4" letters)
 - Are Fire Lanes striped, not obstructed and undamaged? (6" stripe w/4" white letters)
 - Are fire hydrants free of vegetation and accessible from the street with a 3' clear space around them?
 - Has the accumulation of waste materials been removed and is storage of rubbish in Approved containers?
 - Are Knox boxes operational and have proper keys?
 - Are one or more operable Fire Extinguisher(s) in place which have been mounted and tagged by a licensed company within the last 12 months? (minimum 2A10BC)
 - Do all exit doors operate properly and are exit signs in place with signs lit when required?
 - Are all Exits and Aisles clear and unobstructed?
 - Have improper locks or bars been removed from all exits?
 - Have extension cords been removed for all but temporary purposes?
 - Is all wiring in conduit and do all junction boxes have covers?
 - Have all blank spaces been filled in electrical panels and is there a 3' clearance in front of them?
 - Is storage arranged in an orderly manner and is there 18" clearance from sprinkler heads? (36" if storage over 12 ft. high)
 - Is there anything in place which would obstruct the proper operation of sprinkler Heads?
 - Is storage height at least 2' below the ceiling in unsprinklered buildings?
 - Are mechanical and electrical rooms accessible and maintained without combustible storage?
-

There will be an additional **\$35.** fee for a second reinspect and **\$50.** for a third.