



REVISED OCCUPANCY REQUEST FORM

Definitions to Assist You:

Amusement services. A commercial facility that includes, but is not limited to, bowling alleys, movie theatres, music halls, indoor skating rinks, video arcades, pool and billiard halls, shuffleboard courts, baseball hitting ranges, miniature golf, golf driving ranges and shooting arcades. (WMC §12-1-5)

Day care. A child day care facility that provides care for more than five but no more than 100 children 2 [&] 1/2 years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior. (IBC §308.5.2)

Entertainment. Includes shows, plays, skits, musical revues, children's theater, dance productions, public dance, musical concerts, opera and the production or provision of sights or sounds or visual or auditory sensations which are designed to or may divert, entertain or otherwise appeal to members of the public who are admitted to a place of entertainment, which is produced by any means, including radio, television, video reproduction, piano, orchestra or band or any other musical instrument, slide or movie projector, spotlights, or interruptible or flashing light devices and decoration. (WMC §12-1-5)

Factory. The use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as a Group H hazardous or Group S storage occupancy. (IBC §306.1)

Motor vehicle repair. Any person or business which, for compensation, engages in the activity of repairing, replacing, reconditioning, adjusting, analyzing, diagnosing or altering the operational condition of motor vehicles that are owned by other persons. (WMC §12-1-5)

Motor vehicle service. Businesses primarily engaged in both selling and installing such automotive parts as mufflers and brakes. (WMC §12-1-5)

Place of worship. An institution that people regularly attend to participate in or hold religious services, meetings, or other activities. This term does not carry a secular connotation and includes the buildings or other locations in which the religious services of any denomination are held. (WMC §12-1-5)

Professional service. Work performed which is commonly identified as a profession, and which may be licensed by the State of Texas. (WMC §12-1-5)

Retail/Mercantile. An establishment engaged in the selling of goods and merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods. (WMC §12-1-5)

Warehouse. The use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy. (IBC §311.1)



Planning & Development Department

119 Palo Pinto St. Weatherford, TX 76086 Phone: 817-598-4284 Fax: 817-598-4487

SECTION 1

1. Are you a new owner of a business currently in operation at the subject location?
 - Yes [*proceed to question number 5*]
 - No [*proceed to question number 2*]

2. Are you a new business moving into an existing building or lease space?
 - Yes [*proceed to questions numbered 3, 4 and 5*]
 - No [*if you answered 'No' to questions numbered 1 and 2, contact the offices of Planning & Development for further assistance*]

3. What was the previous business type at the subject location [*select all that apply under Previous*]?



Previous

- | | | |
|--------------------------|-----------------------------|--------------------------|
| <input type="checkbox"/> | Entertainment (A2) | <input type="checkbox"/> |
| <input type="checkbox"/> | Restaurant (A2) | <input type="checkbox"/> |
| <input type="checkbox"/> | Amusement Services (A3) | <input type="checkbox"/> |
| <input type="checkbox"/> | Place of Worship (A3) | <input type="checkbox"/> |
| <input type="checkbox"/> | Office (B) | <input type="checkbox"/> |
| <input type="checkbox"/> | Professional Service (B) | <input type="checkbox"/> |
| <input type="checkbox"/> | Day Care (E) | <input type="checkbox"/> |
| <input type="checkbox"/> | Factory (F) | <input type="checkbox"/> |
| <input type="checkbox"/> | Retail/Mercantile (M) | <input type="checkbox"/> |
| <input type="checkbox"/> | Motor Vehicle Repair (S-1) | <input type="checkbox"/> |
| <input type="checkbox"/> | Motor Vehicle Service (S-1) | <input type="checkbox"/> |
| <input type="checkbox"/> | Warehouse (S-1) | <input type="checkbox"/> |
| <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> |

4. What is the proposed business type at the subject location [*select all that apply above Proposed*]?



Proposed

5. Is any nonstructural or structural construction, alteration, repair or demolition proposed including but not limited to structural, gas, electrical, mechanical and/or plumbing, at the subject location, prior to occupancy?
 - Yes [*stop now; a Change in Occupancy/Tenant Improvement permit is required; contact the Planning Division Permit Technician for further assistance*]
 - No [*proceed to question number 6*]

6. How long has the building or lease space been vacant?
 - Less than 180 days [*proceed to Section 2*]
 - More than 180 days [*proceed to Section 2*]



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SECTION 2

PROJECT INFORMATION:

Business Name/ Doing Business As: _____

Business Address: _____

Utilities Billing Party is: Tenant Property Owner Leasing Agent

TENANT CONTACT INFORMATION:

Tenant Name: _____ Tenant is Owner Yes No

Tenant Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

PROPERTY OWNER CONTACT INFORMATION:

Property Owner Name: _____ Owner is Tenant Yes No

Property Owner Address: _____ City: _____ State: _____ Zip: _____

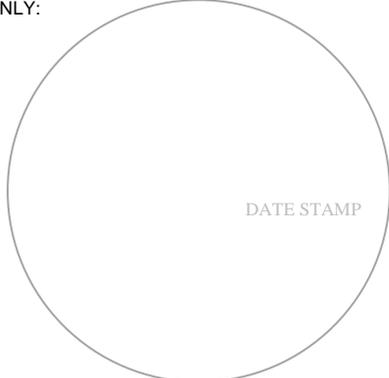
Phone: (____) _____ Fax: (____) _____ Email: _____

LEASING AGENT CONTACT INFORMATION:

Leasing Agent: _____

Leasing Agents Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

<p>STATEMENT</p> <p>That I, _____, as owner or duly authorized officer of the property herein after referenced do hereby execute this document and certify that the information contained in this application is true, accurate and complete to the best of my knowledge.</p> <p>I attest that work will not be performed as part of this request and that any future work will require application to the building official and the appropriate building permit obtained, in accordance with Section 105 of the current adopted version of the International Building Code (IBC). I understand that any false or inaccurate information contained in this application may result in denial of the requested City action, may violate federal, state and/or local law, and may subject any person making such statement(s) to penalties provided by law.</p> <p>_____ (Signature) (Date)</p>	<p>OFFICE USE ONLY:</p> <p>Submittal Date: _____</p> <div style="text-align: center;">  <p>DATE STAMP</p> </div> <p>Accepted By: _____</p> <p>Permit #: _____</p>
<p>DO NOT WRITE IN SHADED AREA (for office use only)</p> <p>In accordance with the current adopted version of the IBC and other applicable City codes and ordinances, I hereby authorize the release of utilities to the property herein after referenced.</p> <p>_____ (Signature) (Date)</p>	