



TOWN OF TROPHY CLUB
100 MUNICIPAL DRIVE
TROPHY CLUB TX 76262
O) 682.831.4680 F) 817.490.0705

CERTIFICATE OF OCCUPANCY APPLICATION

Business Name _____
Business Address _____ Phone # _____
City, State, Zip _____ Business Type _____

Original Texas Sales Tax Certificate (permanent or temporary) is required. The Certificate must list application address with "Trophy Club, TX, 76262" on the certificate. NO OTHER CERTIFICATE WILL BE ACCEPTED. A Sales Tax Certificate is obtained from the State Comptroller's Office, 4040 Fossil Creek Blvd., Ste. 100, Fort Worth, TX 76137, phone 817-847-6201 www.window.state.tx.us.

Use Classification _____ Construction Type _____ Occupant Load _____
(To be completed by the Building Official)

Business Owner/Tenant

Property Owner

Name _____
Address _____
City _____
St/Zip _____
Phone _____

Name _____
Address _____
City _____
St/Zip _____
Phone _____

THIS USE WOULD BE DESCRIBED AS:

- Newly Constructed Building Change of Owner Change of Occupant
 Existing Building Change of Use Additional Occupant

THE FOLLOWING BEST DESCRIBES MY OPERATION:

- Office only Retail Sales Medical/Dental Restaurant
 Other: Please Specify _____
Number of Employees _____

Notice: Occupancy of any building is prohibited until the building has been inspected and a Certificate of Occupancy has been issued.

Permit Fee: \$100.00