



Certificate of Occupancy Application

Mailing Address:
 PO Box 826
 Forney, Texas 75126
PHONE (972) 564-7389

Physical Address:
 101 E. Aimee Street
 Forney, Texas 75126
 permits@forneytx.gov

Project Information	\$150.00 permit	Square Feet: _____
Name/Description: _____		
Project Address: _____		Subdivision _____
Lot: _____	Block: _____	Type of Construction _____
INTENDED USE OF SPACE: _____		

Property Owner		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Phone Number: _____	Fax Number: _____	Mobile Number: _____

Tenant Information		
Company Name: _____	Contact Person: _____	
Street Address: _____		
Phone Number: _____	Email: _____	Mobile Number: _____

All Certificate of Occupancy permits require approval from the Zoning Administrator and an inspection from the Building Department and the Fire Marshal.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY:

Zoning District: _____ **Use Classification:** _____

Parking Required: _____ **Parking Available:** _____

Notes Regarding Parking: _____

Approved **Denied**

Reason: _____

Zoning Administrator: _____
Signature Date

Fire Marshal: _____
Signature Date

Building Official: _____
Signature Date

CO Issued: _____ **BV Project #** _____



**COMMUNITY DEVELOPMENT VERIFICATION
TO START WATER SERVICE**

Date: _____

Business Name: _____

Physical Address: _____

Submitted By: _____

Received By: _____

Planning Department Approval: _____

Comments: _____

Building Official Approval: _____

Comments: _____

**This form MUST be presented to the City of Forney Utility Billing department
in order to start water service on any non-residential property.**

**This authorizes the City of Forney Utility Billing Department to provide water
service until a certificate of occupancy is issued. This service may be
terminated by the Fire Marshal or Building Official for any reason.**



Dear Forney Business Owner,

The Forney Police Department is requesting Emergency Contact Information for your business. The information received is put into the Forney Police Departments Dispatch computer system. This way in the event of an emergency the Police Department has way to contact someone responsible for the business. We are making sure with the growth of the City of Forney that we have up to date information.

Please complete this form and return to Dispatch at the Forney Police Department by:

- Dropping off at the Forney Justice Center, After Hours / Jail Entrance – to Dispatch,
- Mail back to the Forney Police Department: Attn: Tracy Moore,
- Fax to 972-564-7640
- Emailing to: lharrell@forneytx.gov

If you have any further questions or concerns please do not hesitate to contact me.

Thank you for your assistance,

Lisa Harrell
 Communications Supervisor Forney
 Police Department
 110 Justice Center Drive
 Forney, Texas 75126
 972-564-7611

Emergency Contact Information

Business Name: _____ Business Phone Number: _____

Business Address: _____

Business Email Address: _____

Contact 1

Contact 2

Additional Info:

Name: _____

Name: _____

Alarm Co: _____

Title: _____

Title: _____

Alarm Phone #: _____

Home #: _____

Home #: _____

Note: If you have a gate or lock at your business. DO NOT add gate codes to this form. Gate codes can be emailed to the above email address or called into dispatch, to ensure confidentiality, in the event that this form was lost in the mail or in transition.

Cell #: _____

Cell #: _____

Person completing this information: _____

Forney Police Department Use Only

Received / Entered Date: _____

Entered By: _____



**Forney Fire Department
Information Sheet
972-552-2211 Office
972-564-7369 Fax**



Location Name: _____

Address: _____

Phone Number: _____ **Zoning:** _____

Type of Business: _____

Number of Employees: _____ **Tax I.D. #: Yes / No**

Square Feet: Occupancy Load: _____

Owner Name: _____

Address: _____

City: State: Zip: _____

Phone Number: _____

****E-Mail Address for Inspection Report:** _____

Emergency Contact #1: _____

Phone Number: _____

Emergency Contact #2: _____

Phone Number: _____

Normal Business Hours: _____

Alarm System: Yes/No Company Name: _____

Phone Number: _____

Sprinkler System Yes/No

Sprinkler Riser Room Location: _____

Knox Box: Yes/No Keys located in Knox Box for front door Yes/No

Hazards: _____

If you have any questions about this form please contact us.

Thank you.

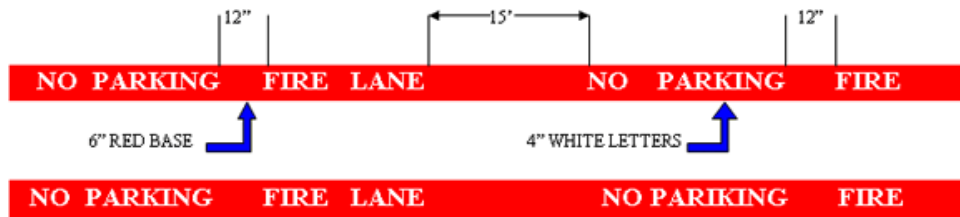


Forney Fire Department

104 E. Aimee St. Forney, Texas 75126
972-564-7368-Office ~ 972-564-7369-Fax

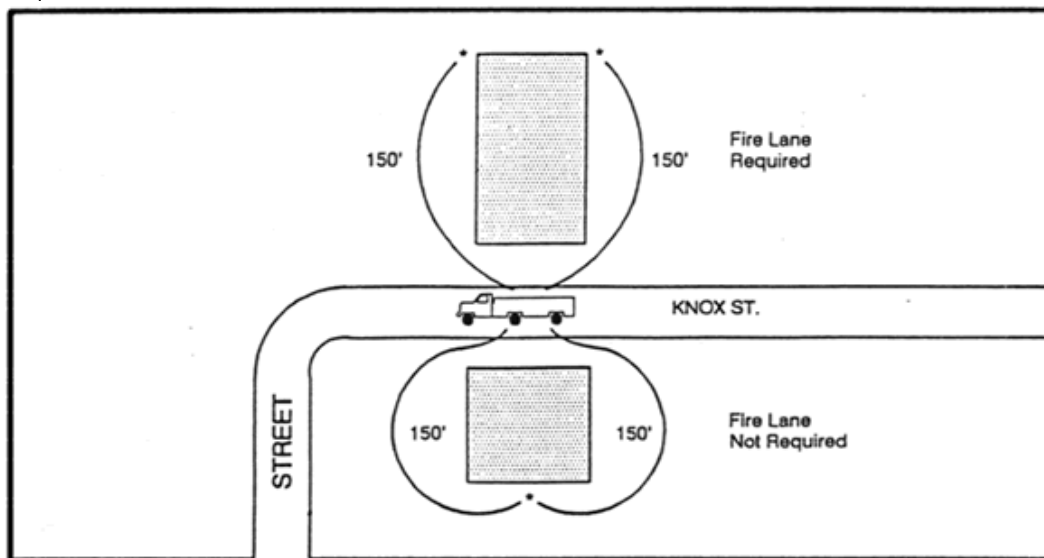


Fire Lane Striping Requirements



- Fire Lanes shall be a minimum of twenty four (24) feet wide.
- NO PARKING FIRE LANE ~ To be painted entire length of fire lane. In twenty five (25) foot intervals between LANE and NO
- Where the above Fire Lane markings are determined to be inadequate in controlling traffic, the property owner will be required to post Fire Lane signs in addition to other markings.
- When re-striping, additions to the existing Fire Lane are not allowed without prior approval of the Fire marshal.
- All new Fire Lanes will be approved by the Fire Marshal prior to striping.
- All designated Fire Lanes shall be maintained and kept in a state of good repair at all times by the owner or person in control of the premises.

Where Required - All buildings or structures shall be constructed in such a way that all ground level, exterior sides of the building are within one hundred fifty feet (150') of the dedicated street or fire lane, measured by the route necessary to extend firefighting hose lines around the building. If the one hundred fifty feet (150') cannot be reached from a public street, a fire lane will be required on site.



Vertical Clearance - All fire lanes shall have a vertical clearance of not less than fourteen feet (14'). This height is required for a fire truck to pass under.

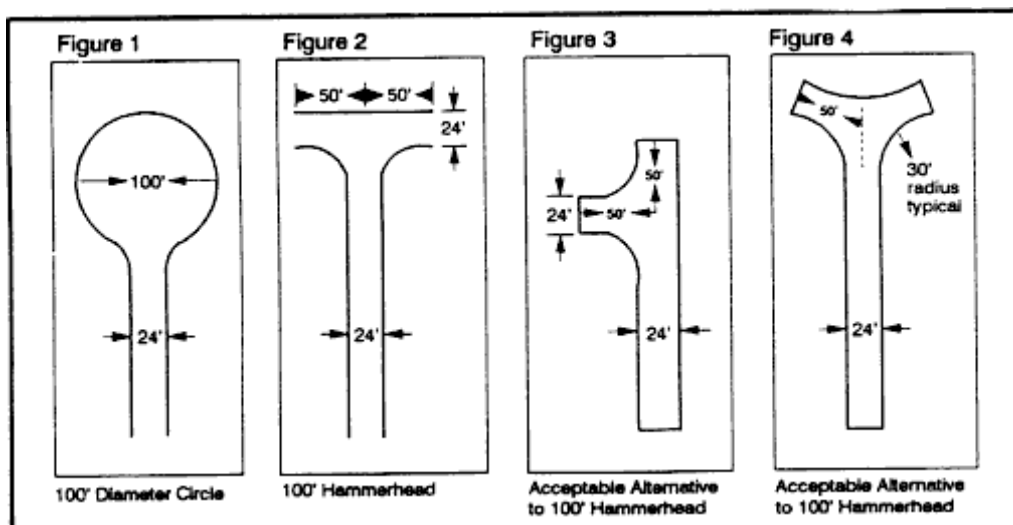
Turning Radius - All fire lanes shall have at least a Twenty foot (20') inside turning Radius.

Grade - The gradient for a fire lane serving a building not protected throughout by a complete automatic sprinkler system shall not exceed eight percent (8%).

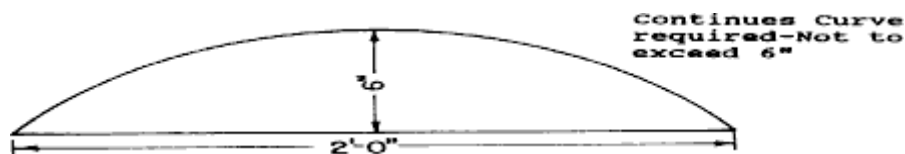
Bridges and elevated surfaces - Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO Standard Specification for Highway Bridges.

Gates - All gates across streets or fire lane access must meet the approval of the Fire Department and Transportation Department. Plans should be submitted to the Fire Department and approved prior to a permit being taken out with the Building Inspections Department. Security gates shall be maintained and an approved means of emergency operation shall be provided and maintained. A Knox Box or Knox Lock is required at all new installations of security gates across streets or fire lanes at apartments, subdivisions, and other locations as required by the Fire Code Official.

Turn-Around Areas - When it is not possible to connect a fire lane at both ends to a dedicated street, an approved turn-around shall be provided. Dead-end fire lanes shall not exceed one hundred fifty feet (150') in length. Illustrations of approved turn-around arrangements are as follows:



Obstruction - The required fire lane width shall not be obstructed by the parking of vehicles, or in any other manner. Speed bumps or other similar obstacles that have the effect of slowing or impeding the response of fire apparatus shall be approved by the Fire Department prior to installation. The following is an example of an acceptable speed bump.



Signs - If the Fire Marshal or authorized representative determines that other means of notice are ineffective to designate a fire lane, signs may be required by written notice to the property owner.

John Holcomb
Fire Marshal



Forney Fire Department
Fire Marshal's Office
104 E. Aimee, Forney, Texas 75126
972-564-7368~~972-564-7369 Fax



Certificate of Occupancy Inspections

Dear Business Owner:

In an effort to prepare for incidents before they occur, we have developed a system called pre-fire planning, which will assist all personnel in having knowledge of the general layout and contents of all commercial occupancies. It will be necessary to have the following information to complete a file that will be accessed should the need arise. All of the items listed below should be clearly identified on the drawing, which may be a sketch to scale, a computer made drawing, copy of your fire escape plan, or a PDF file that you can send to: jholcomb@forneytx.gov

1. Fire Department Information Sheet filled out completely.
2. A drawing of the structure's layout (walls, doors, windows, etc...)
3. Show outside perimeter measurements of building.
4. Location of Electrical Panel.
5. Location of Water cut-off valve.
6. Location of Gas Meter.
7. Location of Knox Box.
8. Location of Fire Alarm Panel.
9. Location of Fire Sprinkler Riser Room.
10. FDC Location
11. Location of any Hazards.

The drawing will need to be on 8 ½ X 11 sheet of paper without lines or on drafting paper. Make sure the layout shows the building in relation to the roadway by sketching in the street.

If you have any questions regarding the requested information or instructions, please contact me.

C/O Inspections and Permits are not complete or issued until the above information has been received.

Respectfully,

Fire Marshal John Holcomb
Forney Fire Department
jholcomb@forneytx.gov