



BUSINESS REGISTRATION/CERTIFICATE OF OCCUPANCY APPLICATION

Instructions for Completing Application

- 1. Check the appropriate box indicating the type of business.**
- 2. Enter the information for the business and the business owner.**
- 3. Enter the Tax ID number for the business.**
- 4. Obtain the signature of the property owner where the business will be conducted, if property owner is different than the applicant.**
- 5. Present the application form to the Development Department so they can verify that there are no code violations and that the business is permitted where proposed.**
- 6. Submit (2) sets of building plans (8 ½” x 11”) & (1) PDF copy for new construction or (2) floor plans for change of occupancy.**
- 7. Contact the Building Official to arrange a building inspection & a grease trap inspection, if necessary.**
- 8. Contact the Fire Marshal to arrange a fire safety inspection.**
- 9. Contact the Collin County Development Services Department to arrange a food safety inspection, if necessary.**
- 10. Sign and date the application.**
- 11. Submit the completed application to the Development Department for final processing.**
- 12. Pay the required fees and receive a receipt Business License/Certificate of Occupancy will be issued at this time.**
- 13. Post the business registration in a conspicuous location at the place of business.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

Becky Inge
Permit Technician
binge@princetontx.us

Shawn Fort
Director of Development Services
sfort@princetontx.us

Tammy Scott
Permit Technician
tscott@princetontx.us

CITY OF PRINCETON BUSINESS REGISTRATION APPLICATION

Business within Village Commercial/Industrial Zoning District			
Home Occupation			
Business Name		Business Owner's Name	
Physical Address within Village		Business Mailing Address (including City, State, and Zip Code)	
Phone	Cell	Email	Fax
Tax ID #	Business Product & Activity		
Property Owner Name (if different than applicant)		Property Owner Mailing Address (if different than applicant)	

Yes No Alcohol Sales on or off premises (if yes, copy of Alcoholic Beverage permit required).

Property Owner Statement: I am the legal owner of the above referenced property and give permission to use the property.

Print Name (Property Owner)

Signature

Date

Applicant is responsible for obtaining signatures documenting all required inspections:

Code Compliance and Zoning Approval: Call Development Department at (972) 734-2416, Ext. 311

Zoning District: _____ (The business is a permitted use or approved conditional use in this location.)

Print Name and Title (Development Dept.)

Signature

Date

Building Inspection (required for a business located in a permanent structure): Call (972)734-2416, Ext. 311

Print Name and Title (Building Inspector)

Signature

Date

Fire Safety Inspection (required for a business located in a permanent structure): Call Princeton Fire Marshal's office at (972) 734-5296 or email firemarshal@princetontx.us

Print Name and Title (Fire Dept.)

Signature

Date

FEE FOR FIRE CODE INSPECTION AND PLAN REVIEW, PER CITY OF PRINCETON MUNICIPAL CODE. Fee _____ \$

Grease Trap Inspection: If necessary will be inspected at time of Building Inspection: Call (972)734-2416, Ext. 311

Print Name and Title (Sewer Dept.)

Signature

Date

Health Inspections (required for sellers of perishable items): Call Collin County Development Services: Food Services at (972) 548-5585

Print Name and Title

Signature

Date

Applicants confirm that statements on this application are true and correct to the best of their knowledge and they agree to comply with the requirements of the City of Princeton Municipal Code of Ordinances.

Print Name

Signature

Date

Business fees vary according to type of business and are non-transferable. Annual renewal fee is due 30 days prior to expiration. Applicant is responsible for ensuring that business complies with all relevant federal, state and local regulations. Issuance of this business registration does not imply that all such requirements have been met.