



CITY OF PRINCETON

2000 E. Princeton Dr.

Princeton, TX 75407

(972)-734-2416 Fax (972) 734-2548

development-info@princetontx.us

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 the property owner is different than the applicant.
5. Present the application form to the Development Services 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) floorplans 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 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 Services 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:

Craig Fisher
Director of Development Services
cmfisher@princetontx.us

Becky Inge
Senior Permit Technician
binge@princetontx.us

Ismael "Izzy" Rivera Jr.
Building Official
irivera@princetontx.us

Corinna Bragg
Permit Technician
cbragg@princetontx.us

Glorimar Melendez
Permit Technician
gmelemdez@princetontx.us

CITY OF PRINCETON BUSINESS REGISTRATION APPLICATION

Business within City commercial/industrial zoning district			
Home Occupation			
Business Name		Business Owner's Name	
Physical Address within City		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 Services Department at (214) 960-5653

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 (214) 960-5653

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 firemarshall@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 (214) 960-5653

Print Name and Title (Sewer Dept.)

Signature

Date

Health Inspections (required for sales of food, food establishment and operation of public swimming pools):
Call Development Services Department: at (214) 960-5653

FEE FOR HEALTH INSPECTION, PER CITY OF PRINCETON MUNICIPAL CODE Fee \$ _____

Print Name and Title (Health Inspector)

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. The 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.