

**APPLICATION FOR COMMERCIAL  
 CERTIFICATE OF OCCUPANCY**

**DO NOT WRITE IN THIS AREA-OFFICE USE ONLY**

Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

**FEES**

\$125 Commercial Building

\$200 Property occupied without valid CO

\$60 Dual Occupancy with same owner

\$125 Occupancy with different owner

**CERTIFICATE OF OCCUPANCY REQUEST**

- New Construction
- New Business
- Temporary Use

- Outside City Limits (Parish Address)
- Ownership Change
- Other (Please specify) \_\_\_\_\_

For NEW CONSTRUCTION or ADDITIONS to existing structures, final inspection approvals and landscaping requirements must be met prior to the Certificate of Occupancy being issued.

**PROPERTY INFORMATION**

Name of Applicant: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Owner of Business (if different from applicant): \_\_\_\_\_

Business Name / Name of Occupant: \_\_\_\_\_

Mailing Address (mailing address must be given if business location in in a mall, an itinerant vendor or temporary occupant i.e. firework sales): \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Requested inspection date: \_\_\_\_\_

(Inspections are performed Monday through Thursday, 9:30AM to 11:30AM, occupant or representative must be present at building location)

**PLEASE ANSWER THE FOLLOWING QUESTIONS. ATTACH A SEPARATE SHEET IF NECESSARY.**

Describe your commercial business in detail: \_\_\_\_\_  
 \_\_\_\_\_

How many persons will be employed by your business? \_\_\_\_\_

How many employees will work on site? \_\_\_\_\_

Business hours of operation? (Include all days of the week) \_\_\_\_\_

What is the square footage of the commercial space? \_\_\_\_\_

Does the business involve the use of chemicals / hazardous materials? \_\_\_\_\_

What types of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted materials will be stored on the site? Described quantity, type of container, etc. (if applicable) \_\_\_\_\_

How many commercial deliveries or pick-ups do you expect each week? \_\_\_\_\_

Will the commercial operation produce noise, obnoxious odors, vibrations, smoke, fumes, heat or dust? If yes, please explain : \_\_\_\_\_

Will you require tractor trailers, semi-trucks, trailers, or heavy equipment for you commercial business? If yes, please explain : \_\_\_\_\_

Will the commercial business produce traffic of 25 persons or more per day? \_\_\_\_\_

**NOTICE TO APPLICANT**

Your business is not to be operated until this application has been approved. Upon approval of this application by the various inspection departments, a Certificate of Occupancy will be issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**TO BE COMPLETED BY MPC OFFICE**

Zoning Classification: \_\_\_\_\_

Is properly zoned

Is not properly zoned

\_\_\_\_\_  
MPC Office Representative

**TO BE COMPLETED BY BOSSIER CITY FIRE PREVENTION OFFICE**

Outstanding Final Inspections?  Yes  No  Not Applicable

Current Occupancy Type: \_\_\_\_\_ Proposed Occupancy Type: \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
Bossier Fire Prevention Representative

## **INSTRUCTIONS FOR CERTIFICATE OF OCCUPANCY APPLICATION**

1. Application must be filled out completely and signed by the applicant and all associated fees must be paid in full. Checks, money orders and credit cards (American Express or Discover are not accepted) are an acceptable form of payment. Credit card payments can be made by phone.
2. Please return the application to Bossier City Metropolitan Planning Commission, 620 Benton Road, Bossier City, LA 71111 or email the form to [mpccoo@bossiercity.org](mailto:mpccoo@bossiercity.org)
3. Inspections of all commercial buildings are required and must be completed prior to issuance of the Certificate of Occupancy. Inspections are performed between the hours of 9:30am and 11:30am, Monday through Thursday. Occupant must be present at the location during those hours or until the following inspections have been completed:

<b>DESCRIPTION OF INSPECTION</b>	<b>INSPECTION DEPARTMENT</b>
<i>Building Inspection</i>	<i>Permits</i>
<i>Electrical Inspection</i>	<i>Permits</i>
<i>Plumbing Inspection</i>	<i>Permits</i>
<i>Mechanical Inspection</i>	<i>Permits</i>
<i>Zoning Inspection</i>	<i>Zoning</i>
<i>Landscaping Inspection</i>	<i>Zoning</i>
<i>Fire Inspection</i>	<i>Fire Prevention</i>
<i>Pre-Treatment</i>	<i>Environmental</i>

4. Upon completion and approval of required inspections, your Certificate of Occupancy will be emailed to the email address provided on the application for Certificate of Occupancy unless otherwise specified.
5. The attached information is provided as a guide for compliance with the Fire and Life Safety codes prior to the Fire Inspection.

# Certificate of Occupancy



## Fire Inspection Guide

*The Bossier City Fire Department strives to provide area businesses with a customer friendly type of service.*

*This flyer has been designed to provide information so that you will have time to comply with the Fire and Life Safety codes prior to our Fire Inspection.*

*Following our recommendations will, in most cases, eliminate the need for a re-inspection which could delay obtaining a Certificate of Occupancy.*

- If the use of the building has changed, you must submit to the State Fire Marshall for approval.
- Inspections are conducted between the hours of 9:30am and 11:30am. A company employee must be present to provide our inspector accurate information i.e. business name, emergency numbers and contact names.
- Address must be on the building visible from the street. Suite numbers must be visible on the front of the space. Numbers must be a minimum of 3 inches in height.
- Be sure all exit doors are operational and are not obstructed.
- Key locks, pad locks or any lock that requires the use of any key, tool or special knowledge, or effort of operation from inside of building cannot be placed on any EXIT door.
- Exit signs, if present, must be illuminated at all times when the business is open. If sign has battery back-up, it must operate when the main electrical supply fails.
- Emergency lights, if present, must operate properly.
- The fire extinguisher type and size is dependent upon the occupancy or use of the property. The usual type and size for occupancies such as business or mercantile usually require a 2A10B:C 1 per 3,000 square feet in ordinary hazard areas which most small businesses are. They are also to be mounted near an exit off the floor 4 inches with the top of the extinguisher no higher than 5 feet. 40 pound extinguisher tops shall not exceed 3 ½ feet.
- Fire Extinguishers or Fire Sprinkler Systems must be inspected and tagged by a Louisiana certified contractor annually or after each use.
- Cooking suppression systems must be inspected and tagged by a Louisiana certified contractor semi-annually or after each use.
- Fire Alarm Systems must be inspected and tagged by a Louisiana certified contractor annually.
- Clean up any combustible materials being used or stored unnecessarily.
- Maintain 36 inch clearance from electrical panels.
- No extension cords or adapters permitted. Only use fused powerstrips.
- If fire sprinklers are present, all stocked items must be kept 18 inches below the sprinkler heads. This must be done even if the stock is not directly under the sprinkler heads.
- Repair and maintain any items that fall under the (ADA) American Disabilities Act. I.e., access isles and ramps, handicap parking, bathroom grab bars & lever doorknobs.

*If you have any questions concerning your inspection call Fire Prevention at (318) 741-8704, 8am – 5pm, Monday - Friday. [www.bossierfire.com](http://www.bossierfire.com)*