



Town of Collierville
 Building & Codes Dept
 500 Poplar View Pkwy
 Collierville, TN 38017
 (901) 457-2310 Office
 (901) 457-2329 Fax

APPLICATION FOR CERTIFICATE OF OCCUPANCY

All businesses in the Town of Collierville must obtain a Certificate of Occupancy in order to occupy any commercial building/tenant space. There are two ways to obtain a Certificate of Occupancy. The first being with a Building Permit, and the second being a CO without Permit. Please fill out the following application, and answer the questions so that we may determine the best plan of action for your business to obtain a Certificate of Occupancy. If you have any questions, please contact the Building & Codes Department for assistance.

Business Name: _____
 Business Address: _____
 Contact Name: _____

- New Collierville Business Change in corporate structure
- Additional Location Annexation
- Change in ownership or purchase of an existing business.

Business purchased _____

Type of Business:

_____Retail _____Wholesale _____Service _____Construction _____Manufacturer

Description of the dominate business activity station the major products sold, and/or services rendered:

Now that you have received your business license you will need to apply for a Certificate of Occupancy. The Certificate of Occupancy enables you to occupy the building.

Fill out the following questions to determine the type of Certificate of Occupancy you will need to apply for:

1. What was the building/tenant space used for by the previous owner/tenant? _____

2. Will you have to make any type of repair or adjustments to the structure of the building/space? _____
 If so, what type of repairs / adjustments _____

3. Will you need to have any trade work done (electrical, plumbing, mechanical)? _____

You will need to obtain a Certificate of Occupancy through a: BUILDING PERMIT / CO W/O PERMIT



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Building Permit

You will need to obtain a building permit in order to make changes to the building that you will be occupying, or if there will be a change in use of the building. The following items will be needed to submit an application for a building permit:

1. Fill out the Town of Collierville Building Permit Application
 - a. You must have a State of Tennessee licensed contractor for all commercial repair/alterations – please make sure to list the contractor license number, address and phone number.
 - b. Owner – name, address, and phone number
 - c. Architect – name, address, and phone number
 - d. Contractor – name, address, and phone number
 - e. Address – property address of commercial business
 - f. Proposed Use – list a brief description of work to be done
 - g. List Total Square Footage
 - h. List Total Estimated Job Value
 - i. Sign Application
 - j. List email of architect and contractor
2. You will need to submit 3 complete sets of plans (24” x 32”) – 1 set of the plans will be given to the Fire Department for review, 1 set will be kept on file at the building department, and 1 set will be stamped and given to the contractor at the time the building permit is issued, to be kept on the job site.
3. Plans review fee – the plans review fee is .000275 x Cost of Project (minimum plans review fee is \$62.50) – the building permit fees will be figured by the plans examiner when the plans have been reviewed and the permit approved.
4. Once you receive your building permit, the trade contractors will be allowed to pull their permits.
5. When all work is completed and all inspections have passed (including building and trades, fire department, and planning department) a CO will be issued to the business.

CO without Permit

A CO without Permit is issued when the building will be used the exact same way with no repairs or alterations to the establishment. A CO without Permit is also issued when a pre-existing Collierville business is changing ownership, changing the business name, and/or adding an additional location. The following items will be needed to submit an application for a CO without Permit:

1. Fill out a Town of Collierville Building Permit Application
 - a. List the Owner name, address, and phone number.
 - b. Address – property address of commercial business
 - c. Proposed Use – CO without Permit
 - d. Sign Application
 - e. List email address
2. CO without Permit fee is \$60.00 – must be paid by cash or check.
3. Set up a CO without Permit inspection – the Building Department will set up a time with the owner for the Building Inspector and Fire Marshall to meet and do an inspection of the building/tenant space. Once inspections have passed approval of both the Building Inspector and the Fire Marshall, the Building Department will issue a CO to the business.

Sign Permits

If you need a sign permit or have questions regarding commercial signs, please contact the Planning Department at (901) 457-2360.

If you have any questions, please contact our office at (901) 457-2310 or by email at jjenkins@ci.collierville.tn.us

Our office hours are Mon – Fri 7:00 am – 4:00 pm. We are located in Town Hall at 500 Poplar View Parkway, on the East side of the building.