



BUSINESS LICENSE INFORMATION

You have just applied for a Business License to conduct business in the City of Mansfield. A business license is issued so the city can insure that the businesses in Mansfield are as safe and hazard-free as possible. In that endeavor, the Building Services Department and the Fire Department will each be conducting inspections. The Building Department will conduct an electrical inspection so that your utility provider will allow you to receive electricity. The Fire Department will conduct an inspection to make sure that the building is free of fire and safety hazards. If you have any questions concerning the process or information about the inspections, please feel free to contact the appropriate department.

BUILDING SERVICES DEPARTMENT (817) 276-4220

FIRE DEPARTMENT (817) 473-1104

WE ARE GLAD THAT YOU CHOSE MANSFIELD TO LOCATE YOUR NEW BUSINESS.

The following information is provided to assist you in obtaining your new Business License:

If you will not be at your new business between the hours of 8:00 AM and 5:00 PM, please contact the Building and Fire Departments so that arrangements can be made to conduct the required inspections.

Make sure that the Breaker Box in your business is labeled and that all openings are sealed. The code also requires a thirty-inch clearance around your breaker box. Please make sure that you are not storing in that area.

Install and hang a fire extinguisher for each three thousand (3,000) square feet or portion thereof. The minimum size for this extinguisher is 2A-10BC, which is an extinguisher of approximately five pounds (lbs.), of contents. The extinguisher must be of the ABC type dry chemical.

Make sure that the building has an address attached that is a minimum of six (6) inches in height and is clearly visible from the street or Fire Lane.

- **Please note that if you are leasing a space and plan to do any structural remodeling (moving or putting up new walls, electrical work, etc.) you will need to obtain a “finish-out” building permit before any work is started. The application form can be picked up from Building Services.**
- **If you plan to install any signs, a sign permit will need to be obtained first. The application form can be picked up from Building Services. If you have specific questions about what type of sign(s) is allowed, please contact Angel Whaley in the Planning & Zoning Department. She can be reached at 817-276-4287.**

We hope that your experience in Mansfield is a pleasant one. If we can be of assistance in the future please do not hesitate to contact us.



BUSINESS LICENSE APPLICATION

Please Print

Date:

Building Address:			
Type of Business:			
Business Name:		Phone:	
Mailing Address:			
Business Owner's Name:			
Owner's Mailing Address:		Phone:	
City:	State:	Zip:	cell phone:
Building Owner's Name and/or Management Company: MOUSER FAMILY LTD			
Contact Number: 817-453-4441			

Interior remodeling to be done? Y or N	Signs to be replaced or installed? Y
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<p>List the number of square feet to be used for the following: (Be as accurate as possible -- the occupant load is based on these numbers)</p>	
Kitchen:	Sales Area:
Manufacturing:	Warehouse/Storage:
Office:	Other/Miscellaneous:
Repair & Maintenance:	Total Square Feet:

Emergency Contact Information:	
Name & Address:	Phone:
Name & Address:	Phone:

FOR OFFICE USE ONLY	ZONING:
Zoning Department Approval Date:	Signature:
Building Inspection Date:	Inspector:
Occupancy Class:	Construction Type:
	Occupancy Load:
	New Building Y or N

Certificate of Occupancy/Business License Questionnaire

1. Are you enlarging an existing tenant space by combining suites or portions of suites? Yes No
List lease spaces being combined_____
2. Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipments? Yes No
If so, specify the type of product and the projected quantities. Please attach separate list.
3. Will there be any spray painting on premises? Yes No
4. Will you handle or use any hazardous or toxic chemicals such as but not limited to oxidizers, corrosive liquids, poisonous gases, and radioactive materials? Yes No
If yes, specify the type and projected quantities. (Attach separate sheet if necessary)

5. Will the principal use of the building or tenant space be used for storage? Yes No
 - If yes, what materials will be stored?_____
 - What percentage will be used for storage?_____
 - How high will materials be stacked?_____
 - Will the materials be stored in racks?_____
6. Will the building be equipped with a fire sprinkler system or a standpipe system? Yes No
7. Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines? Yes No
8. Will alcoholic beverages be sold for consumption on the premises? Yes No
9. Will sexually-oriented business or adult entertainment be conducted or be present on premises? Yes No
10. Will a swimming pool be located on the premises? Yes No
11. Will a septic tank, grease trap or sand trap be used on the premises? Yes No
12. Will any goods, merchandise, or raw materials be stored outdoors? Yes No
13. Will you be performing any of the following processes on the premises? Yes No
If yes, please circle those activities.
Manufacturing, Treating, Formulation/Mixing/Processing, Vehicle Washing, Welding
14. Will any liquid wastes or sludges be generated which are not dispersed of in the sewer system? Yes No
15. Will any form of waste water pre-treatment be utilized at this facility? Yes No
If yes, briefly describe._____
16. Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage, etc.)?
Yes No
17. Check the utility(ies) that must be released with City of Mansfield approval. Electric Gas

I hereby certify that I have completed this questionnaire for _____ and know the same to be true and correct. (address)

Printed Name:_____ Signature:_____

Date:_____