



Certificate of Occupancy Application Review & Inspection Procedures

This page provides general information about the Certificate of Occupancy (CO) process. A building or tenant space may not be occupied, and the business may not be operated until the CO is issued. Making application for a CO is not a guarantee that a CO will be issued. For any questions about zoning or land use, please visit the **One Start Center** on the second floor of City Hall. Gas and/or electric utilities will not be released until all of the appropriate departments have approved the CO application. **The applicant will need to pick up a copy of the issued CO at the One Start Center after all the inspections are approved. Issued COs are not mailed to the applicant.**

Important - if you are making application for a **new use** or a **use different than the previous use**, you may be asked for additional information such as existing & proposed floor plans, parking analysis, etc. **The inspection will not be scheduled for the following business day.** A review of the additional information (e.g., floor plan, parking analysis) will take approximately 2-3 business days and may reveal the need for a building permit and/or denial of the CO application.

Required Inspections:

Department	New Tenant	New Owner	New Name	Clean & Show	Shell	Expanding
BI	X	X		X	X	X
FD	X	X	X		X	X

Building Inspection Division – CO applications submitted after 3:30 pm may be scheduled for the day following the next business day. If you checked **“YES, I am ready for an inspection,”** the request for inspection will be scheduled for the next business day upon approval of the application. You must have the building open all day; or you may set an appointment by calling the appropriate inspector at the number listed below **between 7:30 am and 8:30 am.**

- Al Pearson @ 817-459-6679 Ron Poppe @ 817-459-6680
- Dennis Kirkpatrick @ 817-459-6681 Guy Lux @ 817-459-6687

Inspections requested at 817-261-8817 not later than 8:00 am will be performed on the same day. Inspections requested after 8:00am will be performed the following business day.

- The Building Inspector will inspect the premises to verify compliance with zoning, building, plumbing, mechanical and electrical codes.
- **The building must be unlocked for all inspections.** No one is required to accompany the inspector on the inspection.

Fire Department – A Fire Inspector will inspect the premises for compliance with the Fire Code. For appointments speak to the fire inspector at **817-459-5539**. An appointment is required unless you checked "YES, the building will open all day tomorrow." Next day inspections are scheduled automatically by the Fire Department without an appointment.

All **Multi-family new tenant, new name, new ownership** C/O applicants will be contacted by Community Services to arrange the C/O inspections. Building Inspections or Fire Department will not perform C/O inspections for **Multi-family new tenant, new name, new ownership** CO applications.