Certificate of Occupancy Inspection Information

A Certificate of Occupancy inspection is required whenever there is a change of use and/or ownership of an existing Commercial building.

NOTE: A **BUILDING PERMIT** is required for any **alteration or construction work.**

To receive an inspection for "Certificate of Occupancy", it is important that the following instructions are followed:

1. Complete Certificate of Occupancy application.
2. Return application to the city and pay fee.
3. Request a Certificate of Occupancy inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.
    Phone: (817) 335-8111 / toll free (877) 837-8775
    Fax: (817) 335-8110 / toll free (877) 837-8859
    Can also be emailed to: inspectionstx@us.bureauveritas.com
4. Post your approved permit application (Tape to door or window).
5. Have space or building open from the hours of 8:00 a.m. – 5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

*   Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
*   When required, illuminated exit signs must be in good working order.
*   Address and suite # must be posted on the building in 6" minimum numbers on a contrasting background clearly visible from the street.
*   Every space must have 24-hour access to the electric panel, which serves that space.
*   Missing circuit breakers or knockouts in electric panels and junction boxes must be filled.
*   Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
*   Added electrical fixtures and outlets must comply with the National Electric Code.
*   Hose bibs should have vacuum breakers.
*   Plumbing fixtures must be in good working order.
*   Any unused plumbing must be capped.
*   Gas appliances and heaters must be properly vented and installed.