



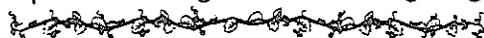
**CERTIFICATE OF OCCUPANCY CHECKLIST:**  
**NEW BUILDINGS, ADDITIONS, REMODELS**

1) **General**

- **A new Certificate of Occupancy (C/O) is not required for interior remodels when no change of tenant is taking place.**
- A completed C/O Application shall be submitted to the Building Department at least 2-3 days prior to the date the inspection is required.
- Inspections may be requested in person at the Building Department, 200 South Main Street, or by phone, 817-410-3165. Inspections are typically scheduled for the following day. The Building Department will coordinate all other necessary inspections (fire, health, public works). The Building Department counter hours are 8:00 A.M – 4:30 P.M.
- Separate C/O's are required for the shell building and for each tenant.
- Upon final approval of the C/O inspection, a written copy of the C/O may be picked up at the Building Department (please allow 24 hours after the inspection) or may be mailed at the applicant's request.
- **This is a general list that should answer most commonly asked questions. It is not intended as a comprehensive inspection checklist.**

2) **Sitework - All sitework shown on the City of Grapevine approved plans shall be complete.**

- **Absolutely no changes may be made without first submitting revised plans to the city, and receiving written approval from the building department.**
- All utilities and improvements shown on the Public Works Department approved plans shall be complete. Public Works Department acceptance and sign-off required (see Stan Laster - Phone 817-410-3131).
- All fire lanes, fire hydrants, etc., shall be installed, inspected, and approved.
- All landscaping shall be installed, and inspected/approved by the Building Department. All landscaping shall strictly comply with the approved plans.
- All site signage shall have valid permits issued from the Building Inspection Department.
- All temporary signs shall be removed.
- All construction debris, spoilage, job trailers, construction signs, etc., shall be removed from site.
- All lighting and illuminated signs shall comply strictly with the approved plans. All lighting must comply with Section 55 of the Grapevine Zoning Ordinance. Lighting elements must not be visible from a



point five feet above ground, measured at all property lines. Physical testing of illumination levels must be performed to verify compliance with photometric study. Documentation shall be submitted to the Building Department.

**No occupancy, including temporary occupancy will be permitted until all lighting requirements are met.**

**3) Building Construction - All construction shown on the approved construction documents shall be complete.**

- **Absolutely no changes may be made without first submitting revised plans to the City, and receiving written approval from the Building Department.**
- All life safety systems shall be operational, tested, and approved (smoke control, fire sprinklers, fire alarm, smoke detectors, etc.) Fire Department acceptance and written approval required.
- All exits shall be clear and operational.
- All temporary construction measures that would impede egress shall be removed (example: temporary floor protection, temporary electrical wiring).
- All electrical, mechanical, plumbing work shown on the City approved construction drawings shall be complete, inspected and approved.
- All backflow prevention devices shall be tested by a TNRCC approved backflow testing agency. A copy of the test report, as well as the testing agency's credentials shall be submitted to the Building Department.
- A final, signed report shall be submitted to the Building Department by the 3rd party inspection firm for: concrete strength, reinforcing steel, load bearing masonry, welding, high strength bolting, fire proofing application.
- Stocking/fixturing of space may take place only with approval by Building Department and Fire Marshal.
- Certificate of Occupancy inspection must be called concurrent with, or after building final inspection.
- Sign(s) shall be permitted, installed, inspected and approved (this inspection should be concurrent with final or C/O inspection, but must be requested separately).
- Written approval required from Health Department for any food service establishment.
- Final written approvals required from Public Works, Fire Marshal, Building Department and Health Department. Final C/O may be picked up at City Hall.
- Any revisions, alterations, or additions after the issuance of a C/O, require additional plans and a separate permit application.
- Multi-tenant buildings require a separate C/O for each tenant. These C/O's may not be issued prior to approval of C/O for base shell building.