



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

This is a general list that should answer most commonly asked questions. It is not intended as a comprehensive inspection checklist. Please contact the Building Inspection Department at (817) 410-3165 or (817) 410-3166 and ask to speak to a Plans Examiner for specific questions.

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 Certificate of Occupancy Application should be submitted to the Building Department at least 2-3 days prior to the date the inspection is required. At this time the application will be reviewed for compliance by the Building Department, Zoning Department, the Fire Department, and any other applicable departments.
- It is the owner/occupant responsibility to set up accounts with the appropriate utility companies. Once the building passes all inspections, the Building Inspection Department will send releases to the appropriate utility companies so that utilities may be turned on.
Contact information for utility companies:
Oncor 1-888-875-6279 / Atmos: 1-888-286-6700
- It is the responsibility of the owner/occupant to register with the State Comptroller's office and obtain a sales tax number if the business is involved in sales. A Certificate of Occupancy cannot be issued until the sales tax number is provided.
State Comptroller's phone number: (972) 888-5300
- Inspections may be requested in person at the Building Department, 200 South Main Street, by e-mail at: permits@grapevinetexas.gov or by phone, (817) 410-3165 or (817) 410-3166. 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. to 4:30 P.M.

- Separate C/O's are required for the shell building and for each tenant.
- Upon final approval of the Certificate of Occupancy inspections, a written copy of the Certificate of Occupancy may be picked up at the Building Department (please allow 24 hours after the inspection) or may be mailed at the applicant's request.

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. Contact (817) 410-3136.
- All fire lanes, fire hydrants, etc., shall be installed, inspected, and approved.
- All landscaping shall be inspected and approved by the Building Department. **All landscaping shall strictly comply with the approved plans, or Conditional Use when applicable. No changes whatsoever are permitted without revised plans approved through the city.**
- 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 exit doors shall be openable from the inside without a key or any special knowledge or effort. Interior key locks, dead bolts, bar locks, etc., are not permitted. For certain building types, the Building Official may approve interior key locks on the main exit only, if appropriate signage is installed. Contact the Building Department for applicability.
- 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 TCEQ 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. Prior to requesting inspection, a signed and sealed statement of compliance on the Irrigation Contractor's letterhead shall be submitted to the city stating: "This irrigation system has been installed and tested in accordance with all applicable State and Local laws, ordinances, rules, regulations and orders.
- 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. Upon final approval of the Certificate of Occupancy inspections, a written copy of the Certificate of Occupancy may be picked up at the Building Department (please allow 24 hours after the inspection) or may be mailed at the applicant's request.
- 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.

4) **Conditional Uses**

- Certain building uses are not permitted without Planning and Zoning and City Council approval. These are called Conditional Uses. Some of the most common Conditional Uses are: Alcohol beverage sales/service, restaurants with outside dining or drive through, outside storage, automotive repair, outside sales, retail sales of secondhand goods, outdoor speakers, call centers, wineries/wine tasting, food service in the CBD Central Business District and freight forwarding. If the property has not previously received a Conditional Use Permit, and you are anticipating one of these uses, please be aware that the Conditional Use process requires extensive plans and must go through the public hearing process (this process is typically 45 days or longer). If you are contemplating one of these uses, **or if you are planning to use the building in any manner in which it was not previously used (i.e. – warehouse to retail) please contact the Development Services Department at (817) 410-3155.**