



CERTIFICATE OF OCCUPANCY CHECKLIST
NEW OCCUPANCY – AND/OR CHANGE OF OWNERSHIP
NO CONSTRUCTION WORK

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 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
- The City of Grapevine does not require a separate business license.
- In accordance with the Building Code, any change in use from a less intense use to a more intense use (i.e. – residential to office) requires that all portions of the building be upgraded to comply with the more intense use. Typically this will require plans to be submitted and permits to be obtained.

- 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 Certificates of Occupancy are required 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 / Exterior

- All landscaping shown on the original building site plan shall be installed and maintained in living condition.
- All exterior signs require permits and inspections.
- All temporary signs shall be removed.

3) Building Interior

- 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.
- Stairs, steps, and ramps shall have handrails intact.
- Any work that is determined to have been installed without permits will be required to comply with all current codes. Permits will be required.
- Each lease space in a building shall be provided with no more than one electrical service.
- No temporary wiring may be installed.
- All electrical covers shall be in place.

- No electrical wires may be exposed.
- Electrical service panel shall be complete, safe, and properly fused.
- Space in front of electrical panel shall not be used as storage.
- No plumbing cross connection shall exist.
- All hose bibs shall be equipped with vacuum breakers.
- All plumbing fixtures shall be properly trapped and vented.
- Water heater temperature & pressure relief valve shall discharge to exterior of building.
- No unvented gas appliances shall be installed.
- All unused plumbing / mechanical / electrical fixtures and lines shall be removed.

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.**