



CERTIFICATE OF OCCUPANCY POLICY

PURPOSE

Certificates of Occupancy are issued for non-residential buildings and tenant spaces (this includes apartment buildings, but not individual dwelling units within the buildings). Prior to issuance, inspections are performed so that the Building Services Department can determine that the building or space is safe to occupy.

WHEN REQUIRED

A Certificate of Occupancy shall be obtained:

- ◆ Prior to occupancy of new non-residential buildings or apartment buildings.
- ◆ Prior to occupancy (or re-occupancy) of a non-residential tenant space.
- ◆ When a new owner purchases a non-residential property or apartment building and requests power and or gas to be released under the new owners' name.
- ◆ Prior to receiving permanent electrical power or gas to a non-residential building or tenant space.
- ◆ Prior to altering the use (or occupancy as defined by the building code) of any building.

HOW TO OBTAIN CERTIFICATE OF OCCUPANCY

An application (available at the permit counter of the Building Services Department or on the city web site) must be completely filled out. The Certificate of Occupancy application fee is \$50.00.

The Certificate of Occupancy Application will be reviewed by the Building Services Department staff, and a representative of the Building Services Department will call the applicant to schedule an appointment for inspections.

Power is required to the building or space in order for the inspections to be made. If the building or space does not have power, it will be necessary for the owner or applicant to submit a "*clean and show*" Certificate of Occupancy Application to obtain inspection for temporary electric prior to the scheduling of a Certificate of Occupancy inspection (see below)

The following inspections will be performed prior to issuance of a Certificate of Occupancy: ***BUILDING INSPECTION, ELECTRICAL INSPECTION, PLUMBING INSPECTION, MECHANICAL INSPECTION, FIRE DEPARTMENT INSPECTION, HEALTH DEPARTMENT INSPECTION (only where food preparation/handling is involved)***

Please see the Certificate of Occupancy checklist for new buildings, additions, remodels, or the Certificate of Occupancy checklist for change of occupancy/ownership for information regarding specific inspections.

If any of the inspections fail, the applicant may be mailed a letter outlining the items to be corrected.

If all inspections pass, occupancy will be permitted. will be left at the property. The Building Services Department will have the utilities released by the utility companies (it is the owner/occupant's responsibility to set up accounts with the appropriate utility companies). Contact information for utility companies:

Oncor 1-888-313-6862 Atmos: 1-888-286-6700

“CLEAN AND SHOW” CERTIFICATE OF OCCUPANCY

Occasionally a building owner will want to have the utilities turned on in an unoccupied building for the purpose of maintenance, cleaning, showing it to a prospective tenant or buyer, or for the Building Services Department to perform an inspection. In these cases, the Building Services Department can issue a “clean and show” Certificate of Occupancy. The procedure for obtaining the “clean and show” Certificates of Occupancy is similar to a regular Certificate of Occupancy (the Fire Department does not perform an inspection) and minor code violations are not noted. The Building Services Department authorizes the utility companies to provide power for 30 days and NO occupancy is permitted. The Clean and Show application fee is \$50.00.

TEMPORARY POWER

Often, during the later stages of construction, a Building Contractor may wish to have electricity, gas or both turned on in a building. The builder may fill out a written request for a temporary release of utilities. This application form clearly states that the building shall not be occupied prior to issuance of a Certificate of Occupancy. After the builder completes this application, the appropriate inspections are performed. If these inspections pass, the Building Services Department will authorize the release of utilities in the contractor's name for a 30-day period. This option is only available in connection with a construction permit.

CONDITIONAL USES

Certain building uses are not permitted without Planning Services Department 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 Planning Services Department at (817) 410-3155.**

Building Services Department
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