



## CERTIFICATE OF OCCUPANCY PACKET

Town of Fairview

372 Town Place

Fairview Texas 75069

Phone: 972.886.4209

Fax: 972.548.0268

Inspection Line: 972.886.4250

[inspections@fairviewtexas.org](mailto:inspections@fairviewtexas.org)

[permits@fairviewtexas.org](mailto:permits@fairviewtexas.org)



# Certificate of Occupancy Application

372 Town Place Fairview, Tx 75069

Phone (972) 562-0522

Date:
Requested Inspection Date:

Contact Building Inspections to schedule inspection. Inspection Request Line:

972. 886.4250 Request email: [Inspections@fairviewtexas.org](mailto:Inspections@fairviewtexas.org)

Fire 972.886.4232 [fireinspections@fairviewtexas.org](mailto:fireinspections@fairviewtexas.org)

<input type="checkbox"/> Temp Power to Show	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Owner Change	<input type="checkbox"/> Name Change
<input type="checkbox"/> New Tenant	<input type="checkbox"/> Dividing Tenant Space	<input type="checkbox"/> Combining Tenant Spaces	
Tenant Address:		Business Name:	
Primary Use:		Sales Tax #	
Sale of Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Knox Box Application Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Department Contacted _____	
Sale of Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Dept. Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Outside Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Previous Tenant (if any):</b>		<b>Existing Tenant(s) to Remain (if any):</b>	
Total Tenant Space Area: _____ Sq. Ft.		Total Building Floor Area: _____ Sq. Ft.	
<b>Contact or Applicant:</b>		Phone:	
Address:		City:	State: Zip:
E-mail:		Applicant Signature:	
<b>Property Owner:</b>		<b>Owner's Phone:</b>	
Address:		City:	State: Zip:
<b>Fire Prevention Information:</b>			
<b>Does your business involve any storage, sale or use of the following?</b>			
Flammable/Combustible liquids (10 gal or more)	Yes [ ] No [ ]	Fireworks	Yes [ ] No [ ]
On-site consumption of alcoholic beverages	Yes [ ] No [ ]	Magnesium	Yes [ ] No [ ]
Storage (higher than 12') of combustible items	Yes [ ] No [ ]	Paint/flammable material	Yes [ ] No [ ]
Dust producing equipment or materials	Yes [ ] No [ ]	Poisonous or hazardous chemicals or acids	Yes [ ] No [ ]
Compressed gases	Yes [ ] No [ ]	LP gas	Yes [ ] No [ ]
Explosives or ammunition	Yes [ ] No [ ]	Outside Storage	Yes [ ] No [ ]
<b>To Be Completed by City Staff:</b>			
Zoning District:	Required Parking:	Fire Lane Yes [ ] No [ ]	Fire Extinguishers:
Existing Pavement Type: Concrete [ ] Asphalt [ ] Other [ ]			
Occupancy Type:	Occupancy Load:	Construction Type:	NFPA 13 System Yes [ ] No [ ]
Building Inspected by:	Approved [ ] Disapproved [ ]	Pending Corrections [ ]	Date:
Fire Marshal:	Approved [ ] Disapproved [ ]	Pending Corrections [ ]	Date:
Permit Fee \$ 100.00	Receipt #	Received by:	

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Dear Town of Fairview Business Owner/Operator:

Please assist our department by completing the following information. **All information is confidential.**

NAME OF  
BUSINESS

\_\_\_\_\_

ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ BUSINESS FAX \_\_\_\_\_

BUSINESS HOURS \_\_\_\_\_

BUSINESS OWNER \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ALARM? YES/NO ALARM CO NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CLEANING CO? YES/NO CLEANING CO NAME \_\_\_\_\_

<b>EMERGENCY CONTACT INFORMATION</b>
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NAME \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

NAME \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

NAME \_\_\_\_\_ HOME \_\_\_\_\_ CELL \_\_\_\_\_

OTHER IMPORTANT INFORMATION, IF ANY: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Person responsible for filling out paper

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Department Use

DATE RECEIVED \_\_\_\_\_ DATE ENTERED PERMIT \_\_\_\_\_



## **CERTIFICATES OF OCCUPANCY: A GUIDE FOR NEW BUSINESSES**

CERTIFICATE OF OCCUPANCY IS PERMISSION TO OCCUPY A BUILDING OR SPACE TO CONDUCT BUSINESS WHEN THERE ARE NO ALTERATIONS OR REMODELING FOR THE OCCUPANCY. THIS PROCESS IS REQUIRED FOR A CHANGE OF NAME OF BUSINESS, CHANGE OF OWNERSHIP OF BUSINESS AND/ OR CHANGE OF NAME AND OWNER OF BUSINESS, OR TENANT MOVING INTO EXISTING BUILDING. A PROPERTY CANNOT BE OCCUPIED BY EMPLOYEES OR THE GENERAL PUBLIC, OR STOCKED WITH FURNISHINGS AND MERCHANDISE UNTIL A CERTIFICATE OF OCCUPANCY IS APPROVED AND ISSUED. IF ANY CONSTRUCTION OR DEMOLITION REQUIRING A BUILDING PERMIT HAS OCCURRED, IS IN PROGRESS, OR IS PLANNED, DO NOT USE THIS PROCESS. YOU NEED TO APPLY FOR A BUILDING PERMIT.

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.

It is the owner's/occupant's 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: 888-313-6862
- Atmos: 1-866-286-6700
- CoServ Gas: 940-321-7800
- Grayson Collin Electric Cooperative 800-967-5235

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 Office**

972-888-5300 (Farmer's Branch office)

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.

## **Water Service**

To establish a Water service account, visit [Utility Billing Department's page](#) or call 972-562-0522.

## **Trash Service**

Unless there is shared trash service in a multi-tenant property, the owner or occupant is responsible for establishing an account.

Trash service may be established with water service.

The Town's designated waste hauler is [Republic Services](#), 972-422-2341.

## **Electrical Service Release Process**

- The building inspector determines that there are no serious electrical safety violations.
- The customer must establish an account with their utility provider or service will not be connected.
- Your account must be set up within 30 days of the inspection and release, or the release will expire.
- Once the release is sent, the city does not control the timing of the utility company connecting your service.
- You can reach out to your utility provider the following business day if you have questions about the connection process.
- If your utility provider does not acknowledge the release, and you need information or confirmation that it was sent, email [Permits@FairviewTexas.org](mailto:Permits@FairviewTexas.org). Please include your business name, address, and permit number in your correspondence.
- Your application is reviewed by the Building Inspections, Planning and Fire departments.

**Common issues** may include, but are not limited to, noncompliance with the following:

- Use is allowed by zoning ordinance

- Previous use of space
- Matches last-known approved floor plan
- Sufficient parking
- Occupancy classification by Building Code is compatible with the building
- Occupancy load
- Number of exits
- Existing/required fire systems
- Fire separation
- Storage

### **Inspections: Common Violations**

Please note that these are only the most common violations. Building and Fire inspectors will perform a comprehensive inspection that may include additional items.

### **Building Inspections**

#### ***Door locks***

- For business, factory, mercantile and storage occupancies; and for churches and assembly buildings with an occupant load of 300 or less, the main front doors may have a double-keyed deadbolt, provided that there is a permanent sign on the door saying "This door to remain unlocked when this space is occupied." All other required egress doors should be readily openable from the egress side without a key or special knowledge. This typically means panic bars.

#### ***Address/Suite # at Entry and on Other Doors, Electric Meters***

- In a prominent location at the main entry
- On the electric meter
- On the electric disconnect for the space
- On the outside of all secondary exits

#### ***Exit Signs & Emergency Lighting***

- Exit signs are required over all required exits. The inspectors will verify that they are all illuminated.
- The inspector will verify that emergency lighting, where required, comes on when the power is turned off.
- Electrical panel safe & labeled
- The electrical panel is in good condition and all breakers are labeled
- No exposed wires
- No missing faceplates, light fixtures, etc.
- The inspector will test GFCI receptacles

- Will check for inappropriate use of extension cords and plug strips

### ***Other***

- Life safety systems are up-to-date and in service
- Fire lanes are clear and in good condition
- High-pile storage (racking or stacks over 12 ft. in total height) requires a separate permit.
- The inspector will confirm that the type and quantity of the commodities to be stored complies with Fire Code.
- The inspector will address provisions for hazardous material storage and use.
- Any business conducting commercial food or beverage sales must apply for a separate Health Permit to operate.
- Commercial pools, including those for apartments and hotels, must apply for an operational permit from the Health Department.

### ***Sign Permits***

- Each sign, including refacing an existing sign, requires a Sign Permit through the Planning Department
- Sign permit applications may be submitted after the initial review of the Certificate of Occupancy application, concurrent with CO inspections.
- Signs are limited in size and number, largely depending on the frontage of the building or space. Please refer to the Town of Fairview's [sign ordinance](#) for more information.

## **Final Building Inspection for Certificate of Occupancy Checklist**

The Building Official is required to perform a final building inspection before the certificate of occupancy is issued. The following is a general list of items that will be inspected, to insure all Life Safety and Fire Codes and Building Codes adopted by the Town of Fairview are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place to pass the inspection.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order.
2. All means of egress (exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage allowed in stairwells or under staircases.
3. All emergency lights and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back-up power. Exception: buildings provided with an emergency back-up generator.
4. If a building is required to have a sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
5. If the building is required to have a Fire Alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
6. If the building is required to have a Hood Suppression system, a state licensed hood system company shall service the system and supply a certification letter upon request. The hood, ductwork, fan and filters shall be cleaned and if a cleaning service is used, a certificate showing date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition, also with any certification letters made available to the Fire Inspector.
8. All fire extinguishers (5 to 10 lb. ABC) shall be maintained by a State of Texas licensed fire extinguisher company and shall have a current inspection tag signed and dated by the company.
9. In addition to the above-mentioned fire extinguishers, if your place of business has a kitchen, you must also have a "Class K" fire extinguisher.

10. Any storage near electrical panels and/or mechanical equipment shall be no closer than 30 inches from the equipment. Each breaker in the panel box shall be labeled.
11. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
12. All interior finishes required by the International Fire Code 2024 shall be maintained.
13. All storage and housekeeping practices shall be in neat order and cleanly maintained.
14. Occupant load signs shall be maintained and clearly visible in the area for which they apply. (If required)
15. In a tenant space, ceiling tiles shall be removed in a manner suitable for the Fire Inspector to thoroughly inspect existing tenant demising walls (If not completed at the 80% inspection, the Fire Inspector may request a ladder for better access.)
16. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order.
17. Address and/or street numbers must be posted and visible also to include suite number or letters where they may apply. (Minimum of 4 inches)
18. Correct facility information must be provided: name, address, phone number, owner name, address and phone number. If the address is not provided during the inspection, the C.O. will not be issued.



## Inspection Request

Inspection hours are from 8:00am-4:00 pm Monday – Friday. To request your inspection please call the Inspection Request line at 972-886-4250 or at [inspections@fairviewtexas.org](mailto:inspections@fairviewtexas.org) before 4:00 PM to receive your inspection the next business day. If you call in your inspection on Saturday or Sunday you will not receive your inspection until Tuesday.

Please provide:

1. Your name
2. The address where work is to be inspected. Suite Numbers. Lock Box code and instructions to the inspector if needed for entry. Example: “Access hatch is in electrical room on north side of building “or “Homeowner will meet you between 11am and 1pm”
3. Call back telephone number/ onsite contact if required.
4. Permit number
5. Type of inspection
6. Time you are requesting the inspection to take place.
7. If you are requesting an RVI inspection, please have all photos uploaded to your permit prior to calling for RVI inspection.

Please note: When calling for inspections, the inspection will be scheduled for the next business day. If you need same day inspection, we must receive it by 8:00am or it will be assigned the next business day.

Emergency Inspections may be called in at anytime and will incur a \$75.00 inspection fee and must be paid prior to inspection. Emergency inspections on weekends will incur a \$150 inspection fee and you must call 469.628.4913. Please leave detailed voice mail and return contact number.