

CERTIFICATE OF OCCUPANCY SUBMITTAL REQUIREMENTS

To obtain a Certificate of Occupancy (CO) the following must be submitted:

- A. Application for Certificate of Occupancy filled out completely and signed.
- B. Driver's License of Business Owner or On-Site Agent of Business
- C. APPLICATION FEE: \$60.00

IMPORTANT INFORMATION

Access for inspections: In all instances of inspection, the building or lease space must be unlocked in order for the inspector to inspect the building. If the building is locked, re-inspection fees may be assessed.

CERTIFICATE OF OCCUPANCY PERMIT PROCESS:

When the CO Application and fees are received the CO Application will be processed as follows:

1. The application will be reviewed to determine that the business is located in the proper zoning district and that all zoning requirements are met.
2. **If the electricity is turned off:**
 - A. The applicant must establish an account with a provider of your choice prior to scheduling an inspection.
 - B. The applicant will call the Hurst Inspections line at (817) 788-7096 to schedule a "walk through" inspection to determine if the electrical system is safe to be energized. After the walk through inspection, the Inspections Department will contact Oncor to turn on the power for a temporary 30 day basis to allow completion of any work requirements.
3. **Health Inspections:** If your business includes food service, you will need to make arrangements with the Tarrant County Health Department **(817) 321-4960**, for the necessary inspections. The Health Department must give approval **before** the Certificate of Occupancy will be issued.
4. The applicant must arrange a fire safety inspection with the Hurst **Fire Department** by calling **(817) 788-7240**. Please note Fire Inspection **cannot be completed until power is on to the space**.
5. The applicant will call the Hurst Inspection line at **(817) 788-7096** to schedule the **Final** inspection with the **Building Inspector** who will be inspecting for compliance with building and zoning codes.

**UPON APPROVAL THE
CERTIFICATE OF
OCCUPANCY CERTIFICATE
WILL BE MAILED TO
TENANT.**