



# CITY OF RICHLAND HILLS

PLANNING AND COMMUNITY DEVELOPMENT

## Certificate of Occupancy Application

3200 Diana Dr.  
Richland Hills, TX 76118  
Phone: (817) 616-3770  
Fax: (817) 616-3808

|                                    |             |                |                |
|------------------------------------|-------------|----------------|----------------|
| <b>Business/Tenant Information</b> |             |                | Certificate #: |
| Business Name:                     |             | Zoning:        |                |
| Business Address:                  |             | Sq. Ft.:       |                |
| Lot:                               | Block:      | Subdivision:   |                |
| Tenant Name:                       |             | Email:         |                |
| Phone Number:                      | Fax Number: | Mobile Number: |                |
| <b>INTENDED USE OF SPACE:</b>      |             |                |                |
| Total Occupancy of Building:       |             | Building Use:  |                |

|                          |                                        |                                          |
|--------------------------|----------------------------------------|------------------------------------------|
| <b>Owner Information</b> | <input type="checkbox"/> New Occupancy | <input type="checkbox"/> Change of Owner |
| Company Name:            | Contact Person:                        |                                          |
| Street Address:          | Email:                                 |                                          |
| Phone Number:            | Fax Number:                            | Mobile Number:                           |

### Does your business involve the storage, sale or use of the following: (Check all that apply)

- |                                                   |                                                 |                                                                             |                                    |
|---------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Painting with flammables | <input type="checkbox"/> Dry Cleaning Solvents  | <input type="checkbox"/> Flammable/combustible liquids (10 gallons or more) | <input type="checkbox"/> Alcohol   |
| <input type="checkbox"/> Combustible Fibers       | <input type="checkbox"/> Dust producing process | <input type="checkbox"/> Floor drains in building                           | <input type="checkbox"/> Smoking   |
| <input type="checkbox"/> Cellulose Nitrate Film   | <input type="checkbox"/> Explosives/Ammunition  | <input type="checkbox"/> Food and/or beverage processing, storage or sales  | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Compressed Gas           | <input type="checkbox"/> Recycling Waste        | <input type="checkbox"/> Food products                                      | <input type="checkbox"/> Noise     |
| <input type="checkbox"/> Liquid Propane Gas       | <input type="checkbox"/> Magnesium              | <input type="checkbox"/> High piled stock (over 12' in height)              | <input type="checkbox"/> Vibration |
| <input type="checkbox"/> Vehicle Repair Garage    | <input type="checkbox"/> Vehicles in Building   | <input type="checkbox"/> Poisonous or hazardous chemicals/acids             | <input type="checkbox"/> Odor      |
| <input type="checkbox"/> Welding or Cutting       | <input type="checkbox"/> Woodworking            | <input type="checkbox"/> X-ray Development                                  | <input type="checkbox"/> Other     |

**\*\*Provide chemical data sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.\*\***

List any material discharged into the drainage system, ground, or atmosphere: \_\_\_\_\_

***It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted or altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued by the administrative official.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By**                      **Date**                      **Comments**

|                     |                         |                              |                             |
|---------------------|-------------------------|------------------------------|-----------------------------|
| Building Department |                         |                              |                             |
| PW Department       |                         |                              |                             |
| Fire Department     |                         |                              |                             |
| Health Permit:      |                         |                              |                             |
| CO Issued By:       |                         |                              |                             |
| Zoning District     | Fire Sprinkler System   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Occupancy Type      | Fire Alarm System       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Occupancy Use       | Fire Lanes              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Max.Occupancy Load  | # Parking Spaces Req.   | _____                        |                             |
| Special Conditions: | Parking Spaces Provided | _____                        |                             |
| Fee Amount:         | Receipt Number:         |                              | Date:                       |



## Supplemental Requirements

### Community Development Requirements

- Provide copy of the Sales and Use Tax Permit showing the City of Richland Hills as the city of taxing jurisdiction.
- If commercial property abuts residentially zoned property; a six foot tall decorative screening wall and a five foot wide buffer yard are required on the commercial property.
- A certificate of occupancy application must be filled out.
- Inspections from the Planning and Community Development and Fire Departments are required. Items noted in need of repair must be repaired prior to occupancy.
- A building may not be occupied by persons or possessions until the Building Official has issued a Certificate of Occupancy.
- The proposed use must meet the minimum requirements of the zoning at the desired location. If a Special Use Permit is required, the property owner or authorized agent must submit an application to the Planning and Community Development Department.
- The applicant must contact the Tarrant County Health Department prior to submitting an application for a Certificate of Occupancy to determine if additional County requirements are necessary. Copies of all required County permits must be submitted to the City of Richland Hills prior to issuance of a Certificate of Occupancy.

#### Once an application is made:

- Zoning for your location will be confirmed and your intended use will be reviewed and classified to ensure compliance. **Note: If the proposed use is more intensive than allowed in the zoning district, your application will be denied.**
- An initial inspection is performed. Arrangements must be made to have the space open for inspection. If the space cannot be open, please provide a contact name and phone number for us to call to coordinate an inspection time.
- Inspection will be made by the Building Inspector to ensure compliance with Zoning, Building, Plumbing, Mechanical, and Electrical Codes. An additional inspection will be made by the Fire Department to ensure compliance with Fire Codes. Both inspections are required and corrections, if any, must be made prior to final approval and release of TXU utilities, gas and/or electric. **Note: Arrangements must be made by Certificate of Occupancy applicant with TXU for utility service. The City of Richland Hills does not coordinate this effort.**
- All electrical boxes are to be sealed concealing exposed wiring.



## Supplemental Requirements

- The gas line should be protected and in good repair. (as applicable)
- The exterior lighting should be operable.
- Siding should be in good shape and no peeling paint or exposed wood on structure.
- Address numbers in 6 inch font and suite numbers should be located on front and rear doors and on electrical meter/panel. (as applicable)
- Doors should operate smoothly for egress.
- Handicap parking and accessibility to the structure should be present.
- Vacuum breakers should be on all hose bibs and no water leaks present.
- GFCI outlets should be located at all wet locations and at exterior outlets.
- Glass should be in good condition free from cracks or shards.
- Electric meter and panel should be free from defects and have driven ground rod and address clearly marked.
- All electrical signage should be properly grounded.
- Fire extinguishers should be visible and readily accessible for emergency use.
- Emergency cut-off switches should be clearly labeled and distinguishable. (as applicable)
- Emergency lighting and exit signage should be visible from anywhere in the interior.
- Trip hazards should be clearly marked with a two (2) inch strip on the nosing.
- Elevator inspection certificate should be conspicuously displayed. (as applicable)
- All switch, outlet and cover plates should be in good condition and damage free.
- Locks on doors are to be in good operable condition. Bolt locks are prohibited.
- Extension cords are limited to six (6) feet in length maximum.
- Breaker spacers are to be in place on the interior panel cover.
- No loose conduit is permitted on any appliance or electric boxes.
- Water heater and connections must be to plumbing code regulations.
- Interior walls and ceiling must be maintained in good condition.



## Supplemental Requirements

- Maximum occupancy signage must be posted in a conspicuous place. (as applicable)
- Restroom must be operational.

Please ensure all of the above listed items have been completed prior to calling for a final certificate of occupancy inspection from the Community Development Department at 817-616-3770.

### Fire Department Requirements:

- Minimum of one 5 pound ABC extinguisher hung on the wall 3'-5' from the ground in plain view with an inspection tag dated less than one year from the inspection date.
- Address for building clearly visible from the roadway using at least 6" numbers. Address and Suite number on back door as well for multiple occupancy buildings.
- All suites numbered accordingly. (If applicable).
- All breakers clearly labeled and all blank positions covered properly in the electrical panel.
- Electrical panels are accessible to the Fire Department and clear of all obstructions.
- Illuminated exit signs over all exits if business is to be open after dark. All exits free from obstructions inside and outside.
- Appropriate fire alarm and sprinkler system tests completed and inspection tagged. (If applicable).
- Knox 5" Fire Department Connection caps installed. (If applicable).
- Fire lanes clearly marked around building.
- Knox box must be installed in acceptable location with building keys inside. (If applicable).
- Vent Hood system tagged and inspected. (If applicable).
- All ceiling tiles must be in place with no openings to the attic area.
- No storage within three feet of electrical panels or water heater.

Please ensure all of the above listed items have been completed prior to calling for a final certificate of occupancy inspection from the Fire Department. If you have questions as to whether certain items affect your facility, please contact the Fire Marshal to verify at (817) 616-3755. Failure to ensure all items appropriate to your facility are complete prior to calling for inspection can result in additional re-inspection fees from the City.

- After approval and release, a Certificate of Occupancy will be mailed to you.