



CITY OF RICHLAND HILLS

PLANNING AND COMMUNITY DEVELOPMENT

Residential

Certificate of Occupancy Application

3200 Diana Dr.

Richland Hills, TX 76118

Phone: (817) 616-3770

Fax: (817) 616-3808

Indicate Application Type:

Single Family

Duplex

Four-plex

Property Data

Owner's Name:

Owner's Address:

Owner's Contact Number:

Owner's E-mail:

Rental Property Address:

I, as the owner or authorized agent of the owner, request a City of Richland Hills building inspection for the property stated below.

Rental Property Address:

Owner / Agents Signature:

For Official Use Only

Certificate Number:

Date Received:

Received By:

Fee:

Receipt Number:

Comments:



Residential Supplemental Requirements

Community Development Requirements

- A certificate of occupancy application must be filled out.
- Inspections from the Planning and Community Development 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.

Once an application is made:

- 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(multi-family). 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.
- 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.
- 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.



Residential Supplemental Requirements

- Electric meter and panel should be free from defects and have driven ground rod and address clearly marked.
- Trip hazards should be clearly marked with a two (2) inch strip on the nosing.
- 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.
- 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.

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