



# Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

## New Business Certificate of Occupancy Process

Property Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Checklist		
	Zoning Verification	
	Certificate of Occupancy Application	
	Health Department/TABC/TDLR/DSHS licenses (if applicable)	
	Office/Business Layout and Business Description/Plan (site plan if applicable)	
	Sales Tax Permit	
	Driver's License/State ID (copy)	
	Application Fee: \$100	
	Certificate of Occupancy Inspections (Fire and Building - to be scheduled)	
	Completed CO	Issued: _____ Occupancy load MAX: _____

### Passed Inspections:

Fire: \_\_\_\_\_ Building: \_\_\_\_\_

### What are these items?

Zoning Verification	Zoning and Business Plan with Development Manager
Sales Tax Permit	Copy of the Sales Tax Permit addressed to Richland Hills address: comptroller.texas.gov (if applicable)
Site Plan (if applicable)	Drawing of exterior building with parking and entrances
Office/Business Layout	Drawn floor plans must show all dimensions, room names, size, showing windows and doors
Health Department/TABC	Copy of Health Inspection Report/Texas Alcohol Beverage Commission License (if applicable)
TDLR/DSHS	Texas Department of Licensing and Regulations/Texas Department of State Health Services (if applicable)
Inspections	City Ordinance requires a Fire and Building Inspection to ensure the building meets all required codes (see attached checklist)

**Please clarify to Permit Technician whether signs will be applicable to your business, as they will require a separate permit application. Certificate of Occupancy will not be issued, and tenant cannot move in, until all documents are received and inspections have been passed.**

Business Use: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Permit Fee: \$100

Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Business/Tenant Information**

New Business                       Change of Ownership                       Relocation from RH Location

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**Property Information**

Company Name: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Occupancy Load MAX: \_\_\_\_\_

**It shall be unlawful to use, occupy, or permit the use or occupancy of any building or premises created, erected, changed, converted, 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 that 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: \_\_\_\_\_

Department Approvals	
Development Services:	
Public Works:	
Fire Department:	
CO Issued By:	

# Zoning Verification

## Applicant Information

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Building Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Company: \_\_\_\_\_

Previous Occupant: \_\_\_\_\_

How many parking spaces will be available to your business? \_\_\_\_\_

What is the square footage of the space you will occupy? \_\_\_\_\_

Is the property vacant now? YES / NO

Does the property have a fire sprinkler system? YES / NO

## Business Information

Please give a detailed description of your business: \_\_\_\_\_

---

---

---

---

---

Typical hours of operation: \_\_\_\_\_

Approximately how many employees will you hire for this location? \_\_\_\_\_

What is the maximum number you expect to be working at one time? \_\_\_\_\_

Describe any company vehicles you will have parked on site overnight. \_\_\_\_\_

\_\_\_\_\_

Is there any heavy machinery or hazardous materials that may be used or stored at this location? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Do you plan to sell food and/or alcohol at this location? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

Does your business involve the storage, sale or use of the following? Check all that apply.

- Flammable/combustible liquids (10 gallons or more)
- Poisonous or hazardous chemicals/acids
- Alcohol/smoking
- Explosives/ammunition/fireworks
- Food and/or beverage processing, storage or sales (other than vending machines)
- Compressed gas/liquid propane gas
- High piled stock (over 12 feet in height)
- Vehicles/car parts in building or vehicle repair garage
- Outdoor storage of goods, merchandise or raw materials
- Other (please explain): \_\_\_\_\_

**I certify that my answers are true and complete to the best of my knowledge, and I understand false or misleading information in my application may result in zoning violations.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Building Inspection Requirements

- All electrical boxes are to be sealed concealing exposed wiring
- The gas line should be protected and in good condition
- The exterior lighting should be operable
- Siding should be in good shape and no peeling paint or exposed wood on structure
- Address number in six-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
- Accessible 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
- Emergency lighting and exit signage should be visible from anywhere in the interior
- Trip hazards should be clearly marked
- Elevator inspection certificate should be conspicuously displayed, as applicable
- All switch, outlet and cover panels 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 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
- In public assembly areas, occupancy load information must be posted in a conspicuous place
- Restrooms must be operational
- Building, electrical and mechanical system installed in a safe, working manner

Please ensure all above listed items have been completed prior to calling for a final Certificate of Occupancy inspection from **Bureau Veritas at 817-335-8111**.

## Fire Inspection Requirements

- Minimum of one ten-pound ABC extinguisher hung on the wall three to five feet 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 six-inch numbers
- Address and suite number on back door as well for multiple occupancy buildings
- All suites numbered accordingly, as 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 out
- Appropriate fire alarm and sprinkler system tests completed and inspection tagged, as applicable
- Storz five-inch Fire Department connection caps installed, as applicable
- Knox box must be installed in an acceptable location with building keys inside
- Fire lanes clearly marked around building
- Vent hood system tagged and inspected, as 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 the above listed items have been completed prior to calling for a Fire Inspection. For questions regarding if certain items affect your facility, please contact the **Fire Marshal at 817-616-3751**.

Failure to ensure all items applicable to your facility are completed prior to calling for an inspection can result in an additional reinspection fee of \$80.

To schedule the Fire Inspection, contact **Development Services at 817-616-3770**.

Tenant may **not** move in until a Certificate of Occupancy has been issued.