



Guidelines for Certificate of Occupancy

Re-occupancy of an Existing Structure

CO Inspection for Re-Occupancy requires Zoning Approval, Building Inspection and Fire Inspection **before** Utilities can be released. In cases where no utility release is needed (i.e. **executive suite**) then a Certificate of Occupancy is **not** required for tenant change unless

1. **It is a medical office or medical related occupancy**
2. **There is a change of occupancy classification as defined in Building and Fire Code.**

1. **Application** is made on **online** at the cityofsouthlake.com/online permits and the permit fee paid **after** approval of Zoning, Building Occupancy and Fire.
2. **Submit a key plan** of the building and a floor plan with actual suite layout along with a site plan. All rooms must be clearly labeled with room use and square footage of each room.
3. **Police Emergency Contact Information** form must be filled out, uploaded and submitted to the Police Dept.
4. If the **occupancy** group as classified by the building code is different than the previous occupant then additional information may be required prior to application approval.
5. The applicant shall have the **address** numbers posted and the entry door unlocked for inspections. Inspections will be made within one working day by both Building and Fire departments. The deadline for inspection requests is 7:00AM.
6. The **Building Inspector** will verify the required parking surface is provided, any required landscaping is maintained and the building structural and mechanical systems are maintained according to the codes in effect when built or when the occupancy group was changed to its present occupancy. Also, anything found to be dangerous, unsanitary, or a fire hazard will be required to be brought up to the present codes. (2018 I Codes)
7. The **Fire Inspector** will inspect all items regulated by the Fire Code and require appropriate corrections.
8. In the event the occupancy includes a **food service** or food handling operation, the applicant must also apply to the Tarrant County Health Department for a permit and inspections. Contact Duane Barritt at 817-321-4960 or drbarritt@tarrantcounty.com.
9. Establishments looking to reoccupy a property with an existing **grease interceptor** must contact a liquid waste hauler to have the contents of the grease interceptor removed and thoroughly cleaned by means of power washing. The cleaning and an interceptor inspection by Public Works staff must take place at the same time. Contact Public Works Operations at 817-748-8082 when you have a date and time scheduled for the cleaning.
10. **Accessibility** for disabled persons may be required by state and or federal laws and is solely the responsibility of the owner and/or occupant of the premises. The building inspector will only enforce items required by the building code.
11. **The issuance of a Certificate of Occupancy is given when all the required inspections have been approved by Building and Fire department.** The **utility providers** selected for service will need to be requested by the applicant at this time. The actual certificate will be issued the following week and delivered to the address of new occupancy or can be picked up in the city office. For questions call either Building Inspections or the Fire Department at 817-748-8233.