



Certificate of Occupancy Information And Submittal Requirements

What is a Certificate of Occupancy?

A certificate of Occupancy is required for all buildings and structures that are occupied OR used. The certificate of occupancy contains information concerning the owner and tenant, address of the building, zoning designation, a description of the building's intended uses, building code verifications for the group and classification of the building, and the approval of the Building Official. Upon approval of all required inspections, the utilities (if disconnected) will be released and Certificate of Occupancy issued.

The Certificate of Occupancy is required to be posted in a conspicuous location on the premises and shall not be removed except by authority of the Building Official.

When is a Certificate of Occupancy required?

- When a new building is constructed and occupied.
- When an existing building or lease space is remodeled, enlarged or altered.
- When any new use, tenant, or occupant is established.
- When any use, tenant, or occupant of any tenant or lease space is changed.
- When any tenant "name" or ownership is changed.
- When there is a change in use which would place the building or lease space in a different occupancy classification as referenced in the International Building Code.

Why is a Certificate of Occupancy required?

The fire department uses the information to help identify potential hazards that may be encountered while responding to emergency calls. If the building is new, the Certificate of Occupancy verifies that the building conforms to current building codes and life safety standards. If it's an existing building, a certificate of occupancy is required to ensure the building is still safe to occupy.

What inspections are required?

Inspections must be performed by both the Building Inspection Department and Fire Marshall. If the utilities need to be released, three separate inspections will be performed –

- (1) A utility release inspection,
- (2) Fire Marshal inspection, and
- (3) Building department inspection.

If the building does NOT need its utilities released, two separate inspections will be performed –

- (1) Fire Marshal inspection, and
- (2) Building department inspection.

Food service establishments require a health permit and inspection by City of Fate Health Inspector.



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How do I Submit an Application for Certificate of Occupancy?

For new or remodeled construction, a Certificate of Occupancy is provided to you upon completion of the final building inspection. For existing buildings, the owner or tenant must complete an application requesting a certificate of occupancy. The application may be obtained from either the building inspection webpage at <https://www.cityoffate.com/DocumentCenter/Home/View/427> or by contacting the Building Inspection office at 972-771-4601 ext. 101 or anabors@cityoffate.com.

Certificate of Occupancy procedures:

1. Submit the completed application, ensure all lines on the application are completed, an incomplete application will not be accepted for review.
2. Submit two (2) sets of the following drawing documents drawn to scale and fully dimensioned.
 - Site plan of the entire property showing all property lines and parking spaces. Show the location of tenant space and the location of all other tenant spaces on the property.
 - Floor plan of the entire lease space showing areas to be occupied with each room identified as to its use.
 - If shared parking, please provide agreement from owner.

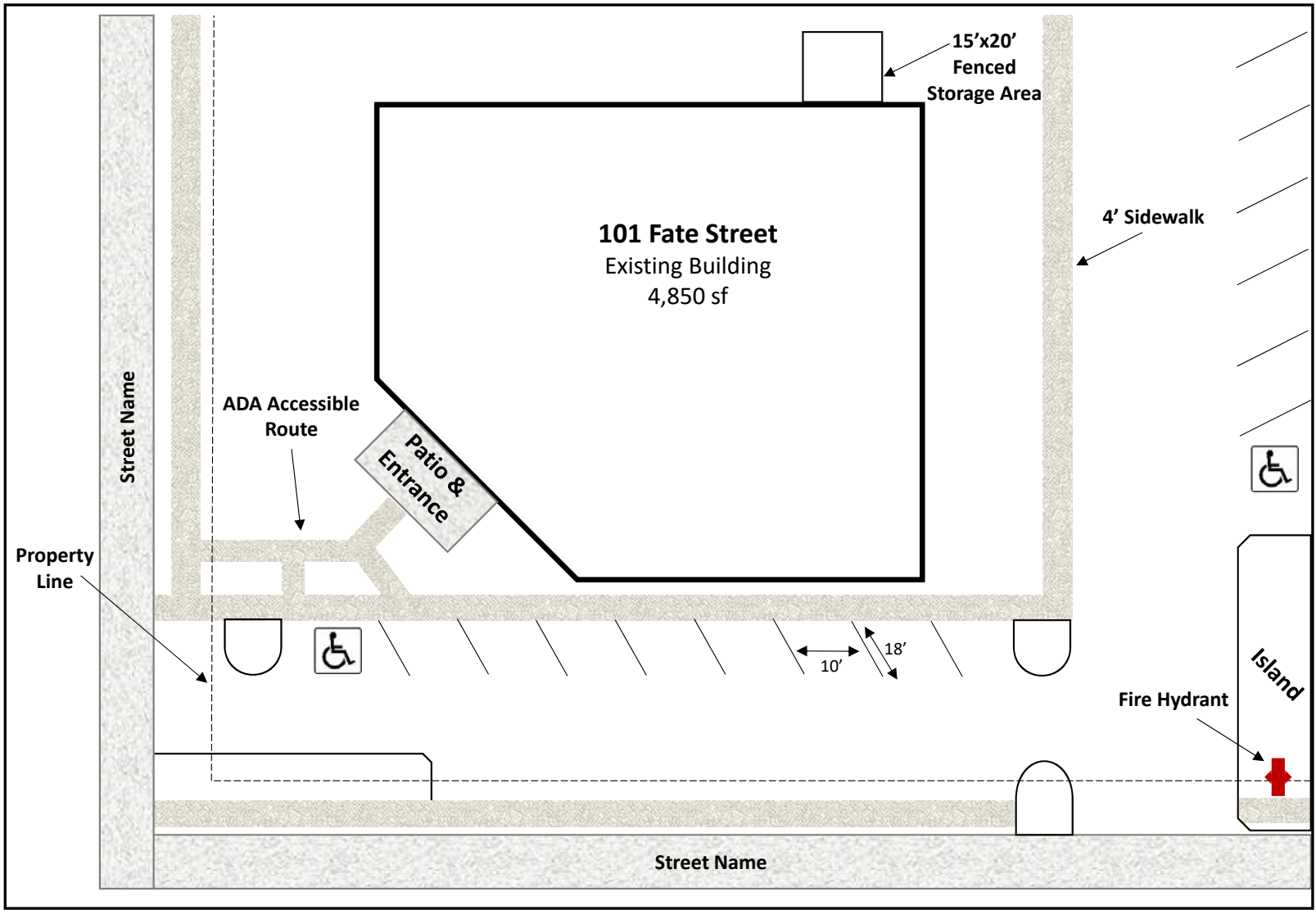
Once a completed application, fee, and required documents have been submitted the planning department will approve or deny the zoning designation and associated use. Once approved an inspection from the fire department and Building inspections will be scheduled. Upon satisfactory inspections the Certificate of occupancy will be issued.

Fees:

The fee for a certificate of occupancy is \$200.00:

\$35.00 non-refundable processing fee due upon application submittal

\$165.00 CO fee due upon application approval



Address.
101 Fate St.

Total Lot Area.
8,412 sf

Total Parking Spaces
15 Spaces

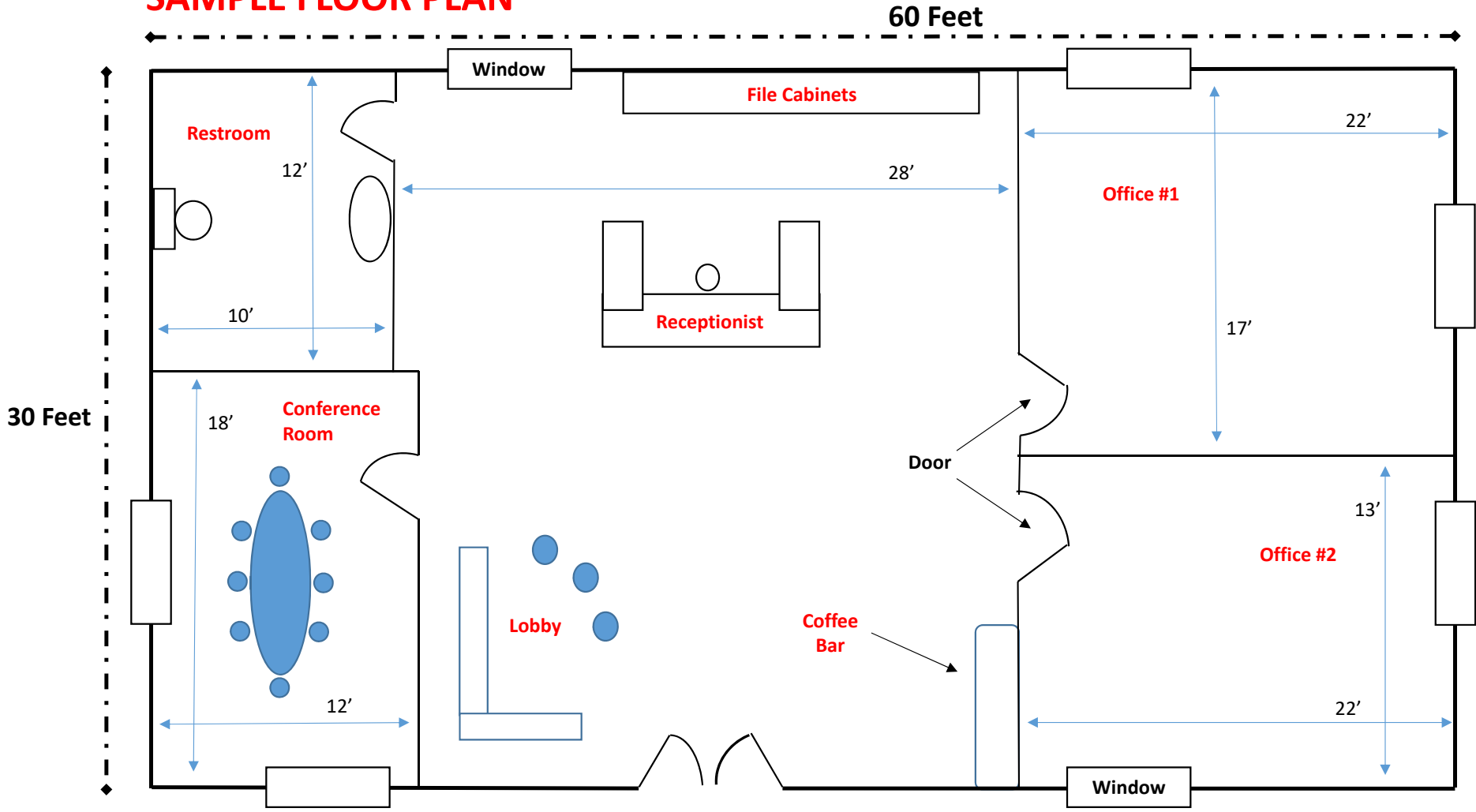


**Sample Site
Plan
Diagram**

CO
Application



SAMPLE FLOOR PLAN





Certificate of Occupancy Inspections

Inspections performed by building inspection department.

Please allow for a 24 hour advanced notice for all inspections. To schedule an inspection call 972-771-4601 ext. 101. Inspection from the Fire Marshall must be scheduled by contacting the department of public safety 972-771-4601 ext. 115.

- Street address shall be displayed and visible from the public right of way.
- Fire lanes shall not be obstructed, marking shall clearly identify fire lane.
- Knox box key box shall be installed for all commercial buildings.
- Fire safety systems shall have current annual inspections
 - Fire alarm
 - Fire sprinkler
 - Hood suppression
- **Fire extinguisher-** 2A-10bc fire extinguishers posted at all exits, placed throughout as to travel distance does not exceed 100 feet. Additional extinguishers may be necessary based upon building square footage.
- **Electrical safety-** all circuits shall be terminated properly, no open junction boxes, no open slots in panel, no use of extension cords for permanent use. All electrical panels shall not be obstructed.
- Lighting shall be in working order.

- **Building Safety-**
- Fire rated tenant separation must be maintained.
- Exit signs and emergency lighting shall be operable.
- Exit doors shall not be obstructed
- Exit doors shall be opened from the egress side and have proper hardware.
- Maintain proper aisle ways for egress.
- Handrails, guardrails, steps landings and ramps shall comply with TAS.
- Heating systems shall be operable to maintain conditioned space.
- Plumbing systems shall be in working order, all restrooms shall comply with ADA standards.
- Restroom ventilation is required by operable window or exhaust fan.
- Ceiling tiles shall be installed and in good condition.
- All breaches or holes in fire rated assemblies shall be repaired.

This is not intended to be a complete and comprehensive list. Additional items may be identified on the inspection. An inspection report will be issued to the occupant to identify any repairs necessary. A follow-up inspection may be required.