



## Department of Development Services Building Safety Division

215 E. McKinney Street, Denton, TX 76201  
(940) 349-8360 Fax (940) 349-7208

[www.CityofDenton.com](http://www.CityofDenton.com)

## Operational Certificate of Occupancy Information Packet

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy.

### Application

Failure to **complete application thoroughly** may lead to delays or unfavorable calculation of requirements (E.g. excess required parking spaces).

### Supporting Documents

- Floor plan (A basic floor/space plan listing dimensions of each room shall be provided to ensure we understand what you are proposing to occupy and the use of each area within that space.)
- Letter of Intent (provide a narrative that describes your business function(s) and the types of materials that will be stored at this location)

#

##### Sales tax ID (If Applicable)

##### Site Plan, or Project number of Site Plan

##### List of Suite numbers, Square Feet and Business Names (If multi-tenant).

\*Liquor stores are required to be 300 ft. from Churches, Public Schools and Public Hospitals.

### Floor Plans Checklist

- Drawn to scale and room dimensions
- Walls, built-in seating, kitchen and equipment, restrooms and plumbing fixtures, drinking fountains, etc.
- Door swings and window locations

### CO Process after Submittal

- Address verification by a Permit Technician.
- Zoning and permitted use compliance check by a Planning Technician. **This takes 1 to 3 business days.**
- Permit Technician contacts applicant to take payment and schedule inspections. Inspections include:  
**Fire, Building and – – . A Consumer Health** inspection may also be needed, as well as  
# An Industrial Storm Water survey completed by the applicant  
# Certificate of Occupancy issued if all inspections are passed.
- Inspector will provide a list of what is out of compliance if an inspection does not pass. Inspections can  
# be rescheduled for a later date to assure compliance.
- The Certificate of Occupancy shall be posted at the business.

### Additional Permits May Be Required

- Place of Assembly Permit (Fire Prevention) – for assembly areas such as restaurants, bars, churches, etc.
- Health Permit (Consumer Health) – for establishments that prepare and serve food to the public
- Pool Permit (Building Inspections) – for buildings such as apartments or hotels with swimming pools



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### Additional Information

#### Certificate of Occupancy Application

- \$75 inspection fee. *Visa, MasterCard, Discover, Check or Money Order made payable to the "City of Denton".*
- An additional \$96 fee is added if the utilities are not currently connected.
- Form must be completely filled out.

#### Consumer Health

- Please direct all Health and Food Safety questions to Kevin Cummings at (940) 349-8372, Jackie Acosta at (940) 349-8346, Sarah T Losh at (940) 349-8341, or Jessica Griffith at (940) 349-8306.

#### Request for Service

- All requests for electrical and/or water service shall be made at;  
601 E Hickory Street, Suite F, Denton, Texas 76201, (940) 349-7443 or (940) 349-8700
- All deposits shall be paid before services will be connected.

#### Industrial Storm Water Survey

- All commercial businesses must complete the survey located at:  
<https://www.surveymonkey.com/r/cowatersurvey>
- Choose Industrial Storm Water and then choose the Industrial Storm Water button.
- Contact (940) 349-8620 if you have questions.

#### Solid Waste

- All commercial businesses must have solid waste services. The Solid Waste department is located at; **601 E Hickory, Suite F, Denton, TX 76201. You may call them at (940) 349-8787.**
- **Utilities will not be released until a Solid Waste account is set up.**

#### Sales Tax Permit

- If applicable, a copy of your Sales Tax Permit must be provided to the City of Denton Building Inspection Department. You can get your sales tax permit at the Comptroller's Office located at; **2108 E Randoll Mill Rd Suite 100, Arlington TX 7611.** They can be reached at 940-459-1155.
- **To reach the Call Center, call 1-800-252-8880.** The Dallas Southwest office can be reached at (214) 944-2200.
- You may also go online to: <http://comptroller.texas.gov/>

#### Hotel Occupancy Taxes

- The City receives 7% of the 13% occupancy tax collected by hotels, motels, and B&B's. Please contact the Finance Department for proper reporting and payment at 940-349-8206.

#### Register a Business

You can register your business "DBA - Doing Business As" at the Denton County Courthouse; **1450 E McKinney.** They can be reached at (940) 349-2010.



# Department of Development Services

## Building Safety

215 E. McKinney St  
Denton, Texas 76201  
(940) 349-8360

[www.CityofDenton.com](http://www.CityofDenton.com)

Permit #:	
Date:	
Inspection Date:	
Time:	<input type="checkbox"/> 9-10am <input type="checkbox"/> 1-2pm

## Certificate of Occupancy

☐ Temp Power ☐ BI ☐ Fire ☐ ZE ☐ Health

<input type="checkbox"/> <b>Administrative Certificate of Occupancy</b> <input type="checkbox"/> Temporary Power to Show <input type="checkbox"/> Address Change <input type="checkbox"/> Owner Change <input type="checkbox"/> Name Change	<input type="checkbox"/> <b>Operational Certificate of Occupancy</b> <input type="checkbox"/> New Business <input type="checkbox"/> New Use <b>Additional Required documents:</b> <input type="checkbox"/> Floor Plan <input type="checkbox"/> Sales Tax ID (if applicable) <input type="checkbox"/> Letter of Intent <input type="checkbox"/> If multi-tenant: list of suites, square feet and business names
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### Building Information

Site Address	Suite	Business Name
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Total Bldg Sf	Suite Sf	Current Use of Building	Proposed use	Lot Size	Site Plan #
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Is this a Multi-Tenant\* Commercial Site? ☐ Yes ☐ No *\* See requirements*  
If yes, attach a list of all business names and uses and sq ft for each suite on site..

Is this an Apartment building? ☐ Yes ☐ No

Apartment	Number of Units in building	Club House	Efficiency Studio Units	Number of Bathrooms
	1 Bedroom Units	2 Bedroom Units	3 Bedroom Units	4 Bedroom Units

Medical Office? ☐ Yes ☐ No

Property Adjacent to: ☐ Singly Family Dwelling ☐ Multi Family Dwelling ☐ Neither

Number Of:	Parking Spaces	Seats	Employees	Patient Beds	Classrooms	Students
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**Contact** ☐ Applicant ☐ Property Owner ☐ Contractor ☐ Tenant/Business Owner

Applicant or Contact	Phone
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Address	City	State	Zip
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Email	Applicant Signature
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☐ Email CO to Applicant ☐ Customer will pick up CO

### Owners

Property Owner	Phone
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Address	City	State	Zip
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Email
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<b>Business Owner</b>			<b>Phone</b>		
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>Email</b>					
<b>Sales Tax ID</b>		*A copy must be provided before CO will be released			

**Health Permit Information**

Will there be sale or service of food or drink of any kind or a commercial swimming pool? ☐ Yes ☐ No

<input type="checkbox"/> Application fee \$162 <input type="checkbox"/> Restaurant (less than 1000 sq ft) \$162 <input type="checkbox"/> Restaurant (greater than 1000 sq ft) \$487 <input type="checkbox"/> Grocery Store (less than 12,000 sq ft) \$324 <input type="checkbox"/> Grocery Store (greater than 12,000 sq ft) \$487 <input type="checkbox"/> Grocery Store (with Deli) \$324 <input type="checkbox"/> Convenience Store (without Deli) \$162	<input type="checkbox"/> Day Care - Licensed Capacity \$324 <input type="checkbox"/> Nursing Home/Bar/ Bakery \$324 <input type="checkbox"/> Concession Stand/ Snow Cone Stand \$162 <input type="checkbox"/> Simular Structure \$162 <input type="checkbox"/> Seasonal (expires after 6 months) \$162 <input type="checkbox"/> Swimming pool (number of pools) \$162 per pool <input type="checkbox"/> School Cafeteria \$487
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**Fire Prevention**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Flammable/combustible liquids (10 gal or more)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	On-site consumption of alcoholic beverages	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Firewoks
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Storage (higher than 12' of combustibile items	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Magnesium
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dust producing equipment or materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Paint/flammable materials
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Compressed gasses	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Lp Gas
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explosives or ammunition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Other _____
					Poisonous or hazardous chemicals or acids

**Misc.**

Parking Surface ☐ Asphalt ☐ Concrete ☐ Other: \_\_\_\_\_

Proposing a drive-thru? ☐ Yes ☐ No

Existing Exterior Signage? ☐ Yes ☐ No      How many existing exterior signs? \_\_\_\_\_ Pole signs \_\_\_\_\_ Wall Signs \_\_\_\_\_

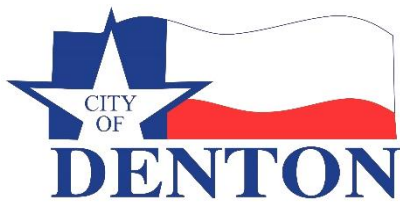
Proposing to change signage? ☐ Yes ☐ No      Monument Signs: \_\_\_\_\_ Roof Signs: \_\_\_\_\_

Proposing any new signage? ☐ Yes ☐ No

**\* Note: A sign permit is required for new signs and changes to existing signs.**

**Planner Notes**
**Staff Only**

Planning Approval ☐ Yes ☐ No      Zoning: \_\_\_\_\_ Parking Required: \_\_\_\_\_ Approved by: \_\_\_\_\_



**\*Please select the most accurate proposed use:**

**Residential Land Use Category**

- ☐ Accessory Dwelling Unit
- ☐ Agriculture
- ☐ Attached Single Family Dwelling
- ☐ Community Home for the Disabled
- ☐ Dormitory
- ☐ Duplex
- ☐ Dwelling Above Business
- ☐ Fraternity or Sorority House
- ☐ Group Home
- ☐ Livestock
- ☐ Live/Work Units
- ☐ Manufactured Housing Development
- ☐ Multi-Family Dwelling
- ☐ Single Family Dwelling

**Commercial Land Use Category**

- ☐ Administrative or Research Facility
- ☐ Auto and RV Sales
- ☐ Bar
- ☐ Bed and Breakfast
- ☐ Broadcasting of Production Studio
- ☐ Commercial Parking Lot
- ☐ Drive-through Facility

- ☐ Equestrian Facility
- ☐ Home Occupation
- ☐ Hotel
- ☐ Indoor Recreation
- ☐ Laundry Facility
- ☐ Major Event Entertainment
- ☐ Medical Office
- ☐ Motel
- ☐ Movie Theater
- ☐ Outdoor Recreation
- ☐ Private Club
- ☐ Professional Service/Office\*
- ☐ Quick Vehicle Servicing
- ☐ Restaurant
- ☐ Retail Sales and Service\*
- ☐ Sales of Products Grown on Site
- ☐ Sexually Oriented Business
- ☐ Temporary Use
- ☐ Vehicle Repair

**Industrial Land Use Category**

- ☐ Bakeries
- ☐ Compressor Station
- ☐ Construction Materials Sales
- ☐ Craft Alcohol Production
- ☐ Distribution Center/Warehouse General
- ☐ Feed Lot
- ☐ Food Processing
- ☐ Gas Well
- ☐ Heavy Manufacturing
- ☐ Junk Yards and Auto Wrecking
- ☐ Kennel
- ☐ Light Manufacturing
- ☐ Manufacture of Non-odoriferous Food
- ☐ Printing/Publishing

- ☐ Sanitary Landfill, Commercial Incinerator, Transfer Station
- ☐ Self-service Storage
- ☐ Veterinary Clinic
- ☐ Warehouse, Retail
- ☐ Wholesale Nursery
- ☐ Wholesale Sale
- ☐ Wrecker Services & Impound Lot

**Institutional Land Use Category**

- ☐ Adult or Child Day Care
- ☐ Basic Utilities
- ☐ Business/Trade School
- ☐ Cemetery
- ☐ Churches
- ☐ College
- ☐ Community Service
- ☐ Conference/Convention Center
- ☐ Elderly Housing
- ☐ High School
- ☐ Hospital
- ☐ Kindergarten, Elementary School
- ☐ Medical Center
- ☐ Middle School
- ☐ Mortuary
- ☐ Parks and Open Space
- ☐ Semi-public, Hall, Club, and Lodge
- ☐ WECS (Building-mounted)
- ☐ WECS (Free-standing Monopole Support Structure)

**\*NOTICE TO CREDIT ACCESS BUSINESSES:**

The City of Denton has adopted Ord. No. 2013-073, regulating Credit Access Businesses. This ordinance requires Credit Access Businesses to register with the City of Denton's Building Inspection Division. Credit Access Businesses include, but are not limited to businesses offering check cashing, payday loans, motor vehicle title loans, extension of consumer credit and/or high-interest installment loans. The Certificate of Registration requires the applicant to provide a copy of the current, valid state license held by the Credit Access Business

The Certificate of Registration is separate and apart from a required Certificate of Occupancy to lawfully inhabit a structure for business purposes. Additional, the Certificate of Registration must be conspicuously displayed to the public in the Credit Access Business and must be presented upon request to the Director of Planning and Development or any peace officer for examination



*Building Inspections Division \* 215 East McKinney Denton, Texas 76201 \* 940.349.8360 \* 940.349.7208 Fax*

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## **Letter of Intent**

Site Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature\_\_\_\_\_

Name\_\_\_\_\_

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

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

*“Dedicated to Quality Service”*  
[www.cityofdenton.com](http://www.cityofdenton.com)

# CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

## **THIS DOES NOT CONSTITUTE A COMPLETE LIST OF INSPECTION REQUIREMENTS.**

### **BUILDING**

#### Certificate of Occupancy Building Inspection Checklist

##### **Exterior of the Building**

- Check for Posted Numeric address numbers facing street of address, Min 4" sized numbers
- Check the overall condition of the exterior of the Building/Structure
- Check the dumpster screening condition
- Verify vacuum breakers are installed on exterior hose bibs
- Check location and termination of the Water Heater T/P drain, Water Heater pan drain and Condensate drain lines from the HVAC equipment
- Check sewer cleanout location and verify threaded caps are installed
- Check for exposed or unsafe electrical wiring
- Verify electrical service installation and location and check for hazardous conditions
- Verify a Brass Tag is installed on the electric meter base for address identification, Brass Tag must be designed to D.M.E standards (See handout detail)
- Check A/C condenser equipment for insulation on Freon lines and if ports are exposed install locking/tamper proof caps on Freon ports
- Verify all exterior doors into building or suite are labeled with the numeric address numbers on the exterior side of the door

##### **Interior: Electrical, Plumbing and Mechanical Systems**

- Verify interior electrical panel location, panel is properly labeled for identification, panel cover is secured in place, all breakers are installed in correct locations and permanently labeled. Install blank covers in open breaker panel slots that are not in use.
- Verify electrical panel locations are not blocked or covered and have a minimum of 3 foot clearance on all sides
- Verify all electrical outlets, switches, fixtures and etc. are installed correctly with no exposed or hazardous wiring.
- Check for unsafe or exposed NM Cable (Romex), wiring or extension cords
- Verify Restroom locations for code compliance
- Verify all lavatory and sink fixtures installed inside the building have working/running tempered water to the faucets

- Verify all plumbing fixtures are installed correctly and are in working condition
- Verify handicap restroom requirements if applies
- Verify urinal and/or water closet partitions are installed per the Plumbing Code
- Verify restroom exhaust fans are installed, cleaned and working correctly
- Verify HVAC equipment locations, check return air locations, verify all grills/registers are cleaned and installed correctly
- Verify HVAC unit installation location, electrical connection, gas pipe line connection with hard pipe connection through unit wall, vent clearance to combustibles, vent connections, vent supports and vent termination
- Verify HVAC condensation drain connections, gravity fall on drain pipe to drain, termination locations and secondary drain installed. Down-Flow units require float switch on secondary drain
- Verify digital and programmable thermostat is installed to control HVAC system
- Verify water heater location and type (gas or electric)
- Verify water heater is in working condition
- Verify gas water heater vent clearance to combustibles, vent connections, vent support and vent termination
- Verify gas pipe connections, any safety hazards
- Verify water line connections with no visible leaks
- Verify temperature and pressure relief valve is installed with drain line connection and termination location to code and
- Verify water heater pan drain line installed and termination location, if pan is installed
- Verify electrical connections for water heater
- Verify NM cable to water heater is installed in conduit
- Verify water heater has a disconnect or is insight of panel with lock out installed on breaker
- Verify disconnect breaker size for water heater and HVAC system is compatible

##### **Interior: Life Safety and Other**

- Verify Exit door locations, posted exit signage, exit pathway distance and all other Exit egress requirements per the Building Code
- Verify panic hardware installed on doors where required
- Verify emergency lighting is installed per code
- Verify "type of use" of building for exit requirements
- Replaced damaged or missing ceiling tiles and ceiling grid
- Replace or repair damaged sheetrock in walls, ceiling or other locations
- Verify backflow device installations where required and the device is tested and in working condition, new testing of device may be required if testing date cannot be verified

- If an RPZ backflow device is installed, verify relief bucket is in working condition and is drained to an approved location
- Verify signage is installed for identification of Restrooms
- If Handicap Restrooms are available then posted signage must meet the minimum requirements of the accessibility code
- Posted signage required for all storage areas, electrical rooms, mechanical rooms, laundry rooms or other industrial locations where hazardous may be present

#### **Other Department Approvals**

All listed departments below are required to approve their CO inspections before the Building CO Inspection will be approved or the Certificate of Occupancy issued.

**Fire Dept.**

**Zoning Compliance**

**Health and Food Safety Division If applies**

**\*\* This is not a complete checklist of inspection requirements. This list is designed for basic CO inspection compliance. Other code requirements may apply that are not listed that may result in a failed inspection.**

#### **ZONING COMPLIANCE**

- Visible building numbers
- Visible suite numbers
- Required parking spaces available
- Parking spaces striped (9'x18') and visible
- Permits for all signage, including wind devices

- No smoking signs at main entrance (restaurants)
- Dumpster revetment functional, debris free and in good condition

#### **HEALTH AND FOOD SAFETY**

- Smooth, Non-absorbent, Easily cleaned and light in color:
  - Floors
  - Walls
  - Ceilings
- Self-closing Doors
- Screened Windows
- Mechanical Dishwashers – Heat/Chemical, in proper working order
- Dish wash sink (100° minimum temp requirements)
- Hand wash sink (100° minimum temp requirements)
- Hot (100° minimum temp requirement) and cold water
- Utility Sink with sanitizing agent present
- Exhaust vents
- Properly stored chemicals
- Liquid wastes, required interceptors and traps
- Floor drains
- Air gaps
- Black siphonage/back flow
- Lockers for employees
- Garbage storage rooms/cans
- Dumpsters & compactors
- Parking lot & walkways
- Thermometers in coolers and freezers
- Water heater, properly sized
- All coolers in working order (41° or lower)
- Self-closing bathroom doors
- Trash cans with lids in restroom



# CITY OF DENTON FIRE INSPECTIONS

## CERTIFICATE OF OCCUPANCY

### FIRE EXTINGUISHERS

- ☐ A Fire extinguisher is needed for every 3,000 sq.ft. (2A:10BC)
- ☐ No more than 75 feet travel distance from an extinguisher

### MEANS OF EGRESS

- ☐ Exit/Egress lights must be working, battery backup
- ☐ No blocked or locked exits
- ☐ Exit Doors must meet all code compliance

### SYSTEMS

- ☐ No storage within 18" below lowest level of sprinkler heads
- ☐ Fire Alarm, Sprinkler or Vent-a-Hood system with current tags
- ☐ Fire hydrant(s) and Fire Department Connections unobstructed

### MISCELLANEOUS

- ☐ Gas cylinders secured with chain or strap
- ☐ No combustible materials around water heater/heating units
- ☐ No extension cords used as permanent wiring
- ☐ No combustible storage within 2 ft. of ceiling (Unsprinkled Building)
- ☐ Electrical Panel(s) have 3 ft. clearance on all sides
- ☐ Address with visible building numbers (4" numbers facing the street)
- ☐ Unsafe/Exposed wires, outlets, fixtures are prohibited
- ☐ Fire lane is properly striped and formatted



**ALL FIRE  
EXTINGUISHERS  
MUST BE TAGGED,  
CURRENT AND  
INSPECTED.**

**FIRE EXIT DOORS  
MUST REMAIN  
CLEAR OF  
OBSTRUCTIONS AT  
ALL TIMES OR  
CITATIONS WILL BE  
ISSUED.**

**EMERGENCY  
LIGHTING MUST BE  
IN WORKING ORDER  
WHEN POWER IS  
SHUT-OFF TO THE  
BUILDING**

**OPERATIONAL  
PERMIT SHOULD BE  
SUBMITTED PRIOR  
TO FIRE FINAL OR  
CERTIFICATE OF  
OCCUPANCY**

**CONTACT BUILDING  
SAFETY FOR YOUR  
C.O. INSPECTION OR  
REINSPECTION AT  
(940) 349-8360.  
A REINSPECTION FEE  
OF \$25 WILL BE  
CHARGED FOR EACH  
REINSPECTION. A REP  
MUST BE ONSITE AT  
SCHEDULED TIME.**