



Checklist for Commercial Construction Jobs To Obtain A Certificate Of Occupancy

This is a list of approvals that shall be obtained from other City of Denton departments and divisions prior to a Certificate of Occupancy being issued. Failure to obtain these approvals will result in a Certificate of Occupancy not being issued.

- 1) **Energy Compliance Letter/ Certificate/Test Form** - This includes lighting compliance, mechanical, equipment, building envelope, insulation. Email or give to building inspector.
- 2) **Public Works Inspections Acceptance**- Public utilities improvements, public street improvements, public sidewalks. This is received via email. The point of contact is Robert Plato: 940.268.8497
- 3) **Solid Waste Approval**– This is for dumpster enclosures. The point of contact is contact is Brian George: 940.349.8007
- 4) **Zoning Compliance Officer Approval- TFO's Only** - Caleb Norris: 940.349.7454, Justin James: 940.349.7457
- 5) **Grease Interceptor Approval**- Heather Goins: 940.349.8610
- 6) **Landscape Approval**- Rodney Martin: 940.349.8386
- 7) **Health Approval** - Kevin Cummings: 940.349.8372
- 8) **Fire Approval** – call 940.349.8863 to schedule
- 9) **Irrigation Approval**- contact building inspector
- 10) **Sign Permits Approved** - Caleb Norris: 940.349.7454, Justin James: 940.349.7457
- 11) **Termite Certificate** – email or give to building inspector.
- 12) **3rd Party Specialty Reports** - Final site survey, structural steel, concrete breaks, medical gas etc., send to your assigned building inspector or to Billy.Ewton@cityofdenton.com. Must have address on report.
- 13) **Survey Verification** – Romulus Celan: 940.349.8620
- 14) **Sales Tax Certificate** - Submit to front desk at 215 E. McKinney Street.
- 15) **Parking Lot Approval** - building inspector
- 16) **Water Department**- If more than 1 meter contact Natalie Stockard at 940.349.8456.

- Please note that all City of Denton employees email follow the same format: firstname.lastname@cityofdenton.com
- If you have any questions or concerns, please contact your assigned building inspector.

OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service