

# CERTIFICATE OF OCCUPANCY



Department of Planning & Development, City of North Richland Hills  
7301 N.E. Loop 820, North Richland Hills, TX 76180  
(817) 427-6300 \* Fax: 817-427-6303 \* [www.nrhtx.com](http://www.nrhtx.com)

## Procedures and Inspection Items

The information contained in this publication will assist all new businesses, changes in building occupancy, changes in building ownership, change of business name and completion of an addition or renovation after work associated with a building permit is completed

### FIRST:

To obtain a Certificate of Occupancy (C of O), submit the following:

- 1. Application for Certificate of Occupancy, filled out completely and signed. Available only in the Planning & Development office.**
- 2. Original Texas State Sales Tax Certificate (permanent or temporary) listing application address with "No. Richland Hills, TX 76180" on the certificate. Zip Codes 76117 and 76053 may be applicable. NO OTHER CERTIFICATE WILL BE ACCEPTED. This is obtained from the State Comptroller's Office, 4040 Fossil Creek Blvd., Ste. 100, Fort Worth, TX 76137, phone 817-847-6201 [www.window.state.tx.us](http://www.window.state.tx.us).**
- 3. Driver's License for Business Owner or On-Site Agent of Business.**
- 4. Application fee: \$36 for Change of Name or Change of Ownership. \$60 for New Building or Add On and Change in Tenant or Remodel.**

## Certificate of Occupancy Procedures

Submit all of the information as listed on the left.

a. If the electricity is turned off, the applicant must complete a **TEMPORARY ELECTRIC POWER LETTER**. The NRH Customer Service Assistant will schedule a "walk through" inspection to determine if the electrical system is safe to be energized. After the walk through inspection is approved, the NRH Inspector will contact TXU/ONCOR Electric Delivery to turn on the electrical power for a temporary 30-day basis to allow completion of any Certificate of Occupancy work requirements. **The applicant must establish an account with an electric service provider, or**

**the power cannot be turned on.**

b. The application will be reviewed to determine that the business is located in the proper zoning district and that all zoning requirements are met.

c. After the electricity is on, the applicant must arrange a fire-safety inspection with the NRH Fire Department by calling 817-427-6900. Documentation of this inspection must be left on the job for verification by the building inspector. Please note that the fire department inspection must be completed prior to requesting the C of O inspection from the Building Inspections Department.

d. **Health Inspections** - If your business includes food service, you will need to make arrangements with the North Richland Hills Health Dept @

817-427-6650 for the necessary permits and inspections. The Health Dept must approve the Food Service Permit before the C of O may be issued.

e. The applicant will call the Building Inspections Dept. at 817-427-6300 to schedule an inspection of the premises by the building inspector for compliance with building and zoning codes.

f. Prior to the issuing of the C of O, the building inspector inspects the premises for the emergency lights, exit lights, fire extinguishers, and items related to health and safety in accordance with the adopted building, fire, health, plumbing, mechanical and electrical codes.

**PLEASE NOTE:**

**Your building or lease space must be unlocked in order for the fire and building inspectors to make the required inspections. If the building is locked, re-inspection fees may be assessed.**

**BUILDING MODIFICATIONS**

**If building modifications, alterations, or renovations are proposed, it will be necessary to apply for and obtain all required building permits. Upon approval of all building permits, construction may take place. The Certificate of Occupancy will be issued after the final inspection has been made.**

# Certificate of Occupancy Inspection Items

The following information will assist the business owner in correcting items before scheduling a C of O inspection. If the C of O applicant addresses as many of these items or conditions prior to the required inspection, the timing of the issuance of the C of O will be greatly hastened.

**FIRE EXTINGUISHERS:**

At least one 2-A10BC fire extinguisher must be provided in every business. However, there must be a sufficient number of fire extinguishers available so that a fire extinguisher is available within a maximum travel distance of 75 feet from any point in the building. All fire extinguishers must be inspected by an agency licensed by the State of Texas and must be hung on the wall so that it is visible and accessible to the occupants.

**EXIT DOORS, EXIT SIGNS & PANIC HARDWARE:**

Every business is required to have at least one exit door. If only one exit is required, an exit sign is not required. As long as there is a sign adjacent to the front door (main exit) stating THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS with letters no less than one inch in height on a contrasting background, the door is not required to have panic hardware. If more than one exit is

required, or if other than the main exit is equipped with an exit sign, the exit door must be equipped with panic hardware.

**PERMANENT ADDRESS NUMBERS:**

Each building or tenant suite must have address numbers posted on the building or the front door. The numbers must be legible from the street and be at least 6 inches in height and be contrasting in color from the building mounting surface. For tenant spaces in strip centers, any rear doors, the electric meter base and the gas meter must also be numbered. (3 inch numbers will suffice).

**SOME COMMON PROBLEMS TO BE AWARE OF:**

It is not possible to list every item that, if deficient, would result in a correction notice. However, following are some of the more common items that have occurred during other inspections:

1. Any open, exposed electrical wiring or any electrical boxes or service equipment without covers providing the opportunity of electrical shock or spread of fire in case of fault.
2. Any open plumbing drains or missing fixtures creating open drains and the potential of permitting sewer gas into the building.
3. Excessive use of extension cords for permanent wiring creating fire hazards.
4. Storage of combustible items in or near gas-fired water heater enclosures or gas-fired heating appliance enclosures creating fire hazards
5. Heating/cooling equipment with missing doors or covers creating the potential of circulating flue gas in the building.
6. Blocked or unmarked exit doors or burned out exit lamps.