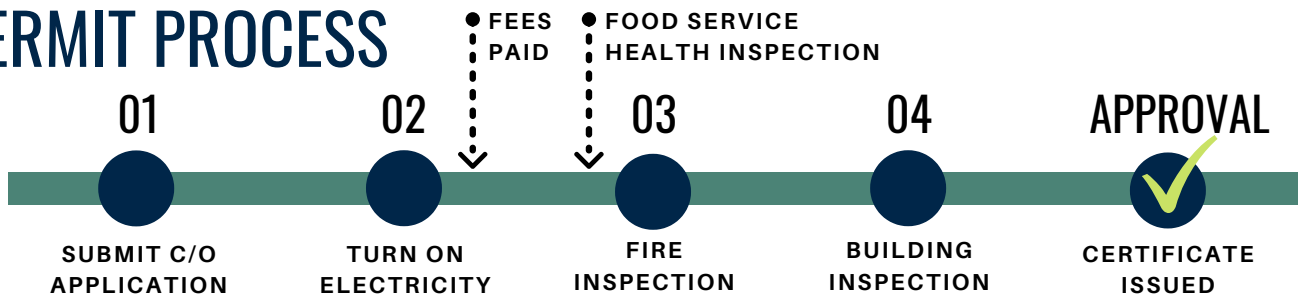


NRH

CERTIFICATE OF OCCUPANCY (C/O) APPLICATION PROCESS

PERMIT PROCESS



BUILDING MODIFICATIONS: Building modifications, alterations, renovations or a change of use require building permits before a C/O is issued. Building Permits must be approved and obtained before construction may take place. The C/O will be issued after construction is complete and the final inspection has been made.



STEP 1: SUBMIT C/O APPLICATION

The following may be submitted online at nrhtx.com/eportal:

- Application details.
- Texas Driver's License of Business Owner or On-Site Agent.*
- Original Texas State Sales Tax Certificate (permanent or temporary) listing "North Richland Hills, Texas" address within one of the following zip codes: 76180, 76182, 76117 or 76053. Must be official/original certificate obtained through the Texas Comptroller's Office. <https://comptroller.texas.gov>
- Temporary Power Letter completed and signed. nrhtx.com/temporarypower
- Application Fee Paid Online. An invoice will be emailed and fees must be paid before inspections. See "Table 2" of the current fee schedule at nrhtx.com/permitfees.
- Industrial Waste Questionnaire, if applicable. www.nrhtx.com/wastewatersurvey
- Floor plan may be requested.

*If a massage establishment, must also meet [Ch.18, Art. V of the NRH Code of Ordinances](#).



APPLICANT MAY PROCEED TO STEP 2 when the above items are received. The C/O Application will be reviewed to determine that all zoning conditions and allowances are met. Planning & Inspections will contact the applicant if there are any questions.



STEP 2: TURN ON ELECTRICITY (IF ALREADY ON, PROCEED TO NEXT STEP)

If the electricity is turned off:

- An account with the applicant's provider of choice must be established prior to scheduling an inspection.
- Call (817) 427-6300 to schedule a "walk-through" inspection of the electrical system.
- After the "walk-through" inspection, Planning & Inspections will contact Oncor to turn on the electrical power for a temporary 30 day basis to allow completion of any C/O work requirements.

FOOD SERVICE

If the business includes food service, make arrangements with the NRH Health Department at (817) 427-6650 for the necessary permits and inspections. The Health Department must approve the Food Service Permit before the Certificate of Occupancy will be issued. Visit nrhtx.com/healthpermit for an application.



IMPORTANT ACCESS INFORMATION: In all instances of inspection, the building or lease space must be accessible for the inspector to inspect the building. If the building is locked and no one is present to allow access upon inspector arrival, re-inspection fees may apply.



STEP 3: FIRE INSPECTION

The applicant must arrange a fire safety inspection with the NRH Fire Department by calling (817) 427-6925.



PLEASE NOTE: The Fire Department Inspection must be completed and approved prior to requesting a Building Inspection.

Review and/or repair of the following conditions or items should be completed prior to the fire inspection:

FIRE EXTINGUISHERS: At least one 2-A10BC fire extinguisher must be provided in every business. However, there must be sufficient number of fire extinguishers available so that one is available within a maximum travel distance of 75 feet from any point in the building. All fire extinguishers must be inspected 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 mounted surface. For strip center tenants, all rear doors, electric meter bases and gas meters must also be numbered with numbers of at least 3 inches in height.



STEP 4: BUILDING INSPECTION

Call NRH Planning & Inspections at (817) 427-6300 to schedule an inspection.



UPON APPROVAL, THE CERTIFICATE OF OCCUPANCY WILL BE ISSUED TO THE APPLICANT.

Print and post the C/O placard in a conspicuous place in the business space. Welcome to North Richland Hills!



SOME COMMON ITEMS THAT COULD PREVENT OR DELAY C/O ISSUANCE: It is not possible to list every item that, if deficient, would result in a delay. However, following are some of the more common items that have occurred during inspections:

1. Any open or exposed electrical wiring, electrical boxes, or service equipment providing the opportunity of electrical shock or spread of fire in case of fault.
2. Any open plumbing drains or missing fixtures creating the potential of releasing sewer gas into the building.
3. Use of extension cords for permanent wiring.
4. Storage of combustible items in or near gas-fired water heater enclosures or gas-fired heating appliance enclosures.
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.
7. Damaged parking lot and faded striping.
8. Outstanding violations on the property from Code Compliance.
9. Unauthorized construction.



CONTACT US

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