



CERTIFICATE OF OCCUPANCY - FAQ'S

What is a Certificate of Occupancy (C/O)?

A Certificate of Occupancy (C/O) is a type of license required by the International Building Code to operate a commercial business in Colleyville. When a commercial structure or space is in compliance with all building and fire codes and the proposed business use is allowed by the zoning regulations (Land Development Code), the Building Official is authorized to sign and issue a C/O.

When is a C/O required?

The International Building Code requires a C/O prior to the occupancy or use of any vacant land or building or when there is a change in occupancy type, or change in use, or change in ownership, or change in tenant, or change of business name.

Exception: Individual Office occupancies (excluding medical care occupancies) leased as executive suites (as defined by ordinance) which are not part of a mixed-use occupancy such as office/warehouse and there is no change in electric or gas meter accounts.

What is required to obtain a C/O?

A retail business is required to provide a copy of the Texas Sales and Use Tax Permit at time of applying for the C/O. As a condition of receiving a Colleyville C/O, the business address on the Sales and Use Tax Permit is required to identify "Colleyville, Texas 76034" under the business trade name and location address section of the permit. Texas sales and use tax permit may be obtained at the following office:

Comptroller of Public Accounts
4040 Fossil Creek Blvd Suite 100
Fort Worth TX 76137
Phone: 817.847.6201
FAX: 817.847.8821

Is my use regulated by zoning or construction codes?

Colleyville is divided into several zoning districts, and each zoning district allows certain types of business activities. Please contact the Colleyville Community Development Department at 817-503-1050 if there are questions regarding the location of a proposed use.

The adopted building code and fire code may place further restrictions on a proposed use or require special construction techniques where a hazardous use is proposed in order to provide separation from an adjacent use.

When can I open for business?

Once the application has been reviewed and the inspections are complete, a C/O will be issued for your business. Before opening for business, please check with the Building Inspection Department to ensure all necessary inspections are complete.



What are my obligations to the City if I terminate my business and/or the C/O?

According to Chapter 18 – Buildings and Building Regulations of the Colleyville Code of Ordinances:

All non-residential buildings that remain vacant for a period of 90 days or more shall be registered with the building official. Registration shall include the name, address and telephone number of the property owner and a contact person.

The Building Official, or his representative, shall send written notice to the address of the property owner as shown on the tax rolls advising the property owner to comply with the registration requirements of this section and to comply with the requirements of this article within 30 days after receipt of notice.

What do I need to apply for a C/O?

Applications for a C/O shall be filed at the Building Inspections Office located at City Hall. The form is available on our website at www.colleyville.com. The following submittals are required when applying for a C/O:

- Application with signature of the business principle
- Driver's license of the business principle
- Floor plan of the building or lease space, fully dimensioned, indicating all exit doors, windows, walls, and the intended use of each room
- Business plan (narrative that details all facets of the business operations)
- Texas Sales and Use Tax Permit, if applicable
- Copy of lease agreement or ownership of business space (\$\$ amounts may be redacted)
- Payment of the C/O application fee (\$100.00)

If I serve food, will I also need a health department inspection?

Businesses that plan to serve food or beverages require approval of a health permit from the Tarrant County Public Health Department. Please contact the Environmental Health division at 817. 321.4960

Are there special regulations to serve or sell alcoholic beverages?

The serving or selling of alcoholic beverages requires approval of a Special Use Permit (SUP) by the City Council. Please contact the Community Development Department at 817.503.1050 for any questions regarding the SUP process.

What inspections are required?

The Building Inspections department and the Fire department each perform an inspection of the building or space and the inspections are NOT performed concurrently

What are some common inspection issues found for non-compliance?

Typical items found during building and fire inspections are:

- Building or space must be unlocked at the time of inspection. It is not required that someone is present as long as access to the space is available.
- Address number, including suite numbers, must be posted on the front and back of building and must be visible from the street.
- Address numbers must be posted on electric meter and gas meter.
- All required exit doors must be operable without the use of a key or special knowledge or effort from the egress side.
- Exit signs (where required) and emergency lighting must be operable.



- The electrical system shall be in working order with all hazards eliminated. All junction boxes, outlets and switches must have covers in place. Electric panels must be labeled at all circuit breakers with blank covers installed at open breaker positions.
- A clear working space of at least 36 inches shall be maintained at equipment and electrical panels.
- Parking lots must contain the number of spaces required by the Land Development Code including accessible spaces in compliance with ADA.
- All plumbing drain openings without an approved P-trap must be plugged or capped in a permanent condition.
- Restaurants which require Type I hood, with automatic fire extinguishing system, must be inspected before occupancy.
- Sprinkler heads are not to be painted, obstructed, or used for support of any decorative material. An 18-inch clearance must be maintained between any storage and an automatic sprinkler head.
- Fire lanes must be clearly striped: 6-inch red strip with 4-inch letters "No Parking Fire Lane", as approved by the Fire Department.

How do I request the C/O inspection when I'm ready?

When the building is ready for inspection with the electric meter installed, contact the Building Inspections office at 817-503-1031 to request the C/O inspections. Inspections can usually be scheduled within one business day after notification.

What is required for a new sign?

The installation of any new exterior sign, including face replacement, requires a sign permit. Sign permits are typically obtained by the sign company which must be registered with the City. A permanent sign permit cannot be issued unless an application for C/O is on file with the City.

How can I promote the grand opening of my business?

New businesses that have been approved for occupancy may obtain a temporary sign permit and the fee is waived. The 60-day permit allows for the display of one of the following:

- Banner not exceeding 50 square feet and 6 feet tall that is attached to the building
- Stake sign not exceeding 16 square feet and a maximum 6 feet tall
- A-Frame sign not exceeding a maximum 8 square feet and 4 feet tall when located on a sidewalk OR a maximum 24 square feet area and 6 feet tall when located in a yard area

Upon expiration of the 60-day period, the temporary signage may remain provided a permit is obtained by making application with the City and paying the fee. Temporary sign permits are good for 30 days.

Need MORE INFORMATION?

Please email your inquiry to:

buildinginspections@colleyville.com