



EULESS FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

EFD-FMO 17-0

INFORMATION LINE: *Certificate of Occupancy Process* *Rev. 05/12*

Fire Chief Wes Rhodes

Fire Marshal Paul Smith

2015 Edition
International Fire
Code As Amended
Building Code As
Amended

NFPA Standards
Adopted

This document has been created as a guide to assist a business owner through the process of obtaining a certificate of occupancy from the City of Euleless by answering some of the most common questions asked during the process. Please refer to the City of Euleless Code of Ordinance or call 817-685-1630 for more specific information.

When do I need a certificate of occupancy for my business?

All businesses in the City of Euleless require a valid certificate of occupancy prior to occupying the business space or opening to the general public. This applies to all stand-alone buildings as well as leasable tenant space in multi-tenant buildings. In addition, a certificate of occupancy is not transferrable. Anytime the business owner, business address or business name changes, a new certificate of occupancy is required.

How do I apply for a certificate of occupancy?

Complete the attached certificate of occupancy application. Please allow up to seven (7) business days for processing before attempting to schedule initial inspections while zoning and other factors are evaluated.

What if I plan on remodeling before I open for business?

Building remodels typically require separate permits depending on the type of work involved. This process is separate from the certificate of occupancy process and would generally take place before the certificate of occupancy can be issued.

Will the electricity need to be turned on for the certificate of occupancy inspections to take place?

Electricity will be required before certain inspections can take place. If electricity is not currently connected, a "temporary connection of utilities" inspection will be required. Please call 817-685-1631 to schedule this inspection.

Who do I need to contact for inspections?

Once the certificate of occupancy application has been evaluated for proper zoning and the electricity is turned on to the property, building and fire inspections can be scheduled by calling the numbers below. Additional inspections from the health department and/or code enforcement may be required depending on the type of business. . It is your responsibility as the business owner to schedule each of the required inspections and subsequent re-inspections.

Building Inspections 817- 685-1631

Health Inspection 817-685-1509

Fire Inspection 817-685-1600

Code Enforcement 817-685-1509

**Policy Statement
Certificate Of Occupancy**

What happens after all required inspections take place?

When each of the required inspections has taken place and any violations found have been corrected and re-inspected, the certificate of occupancy will be mailed to your business. The certificate of occupancy is required to be clearly displayed on site in a conspicuous location.

**If you have any other questions about the certificate of occupancy process
please call 817-685-1630**