

City of Euless Certificate of Occupancy Check Sheet

This document is for informational purposes only. It represents a majority of items that are inspected and is not an exhaustive list of every item that is inspected at a CO inspection.

- Business must have electrical power on. Address must be on electric service meter.
- All junction boxes, outlets, and light switches must have cover plates on them. No electrical splices permitted to be exposed.
- Extension cord use is prohibited, unless used for temporary (30 days or less) purposes. If temporarily using an extension cord, it must be UL labeled. Extension cords cannot run through ceilings, walls, floors or doorways. Extension cords cannot be attached to walls or ceilings. Do not run power to any major appliances via an extension cord; major appliances must be plugged directly into a receptacle.
- Multi-plug adaptors are prohibited. If multiple electrical power taps are needed, must use a surge protected device. Surge protectors must be plugged directly into a receptacle, not another surge protector or extension cord.
- Electrical panels must have all circuit breakers labeled accordingly.
- Electrical panels must have no openings or missing breakers.
- The emergency lighting circuit breaker must have a red indicator.
- Three feet of clearance is required in front of electrical panels and heat sources.
- Furniture must not be in place prior to inspection
- Any holes in ceiling, walls, or floor must be properly repaired.
- The address must be a minimum 8 inches in height and be a contrasting color. When required, the rear doors to a suite shall be labeled with the suite number or address a minimum of 4 inches in height and in contrasting color.
- Exit signs and emergency lights, if required shall be operational and meet current ordinances.
- All fire protection systems, such as fire alarm, fire sprinkler, hood suppression, etc.) must be inspected by a licensed fire protection company and have a current blue tag.
- All Type 1 hoods must be clean and free of grease build up. The hood must have been professionally cleaned within 30 days of the inspection.
- Fire lanes, if required, must be unobstructed, properly maintained, and striped.
- Tempered water and cold water is required to each handwashing sink. A water heater is required to be operational at the time of inspection.
- Knox box, where required, must have key.
- Maximum Occupant load signs must be provided in Assembly uses over 50 occupants.
- Exit door swings Opens in direction of travel when occupant load exceeds 50 or hazardous areas.
- EXIT LOCKING HARDWARE. "No knowledge" single action lever or panic bar on all doors. The main entrance door may have "key locking" hardware on the door when a sign stating, "door shall remain unlocked during business hours" is posted, and an indicating lock. Additional deadbolt locks not allowed unless connected to the lever. Panic hardware required where occupant load exceeds 50.
- Exits may not lead through hazardous rooms. Exits must terminate at a public way (i.e....paved surface.) Not obstructed by parking stalls.

- Handrails, guardrails, steps and landings must comply with IBC
- Restroom ventilation must be operational and in good order.
- Exits shall be placed apart at least $\frac{1}{2}$ the diagonal measurement of the room.
- Dead end corridors not to exceed 20 feet
- All restrooms must be handicap accessible, with grab bars, under sink pipe protection, etc.
- Backflow protection must be tested or visible (for non testable assemblies)
- Off street parking must be in the location and quantities to meet current ordinances.
Handicapped parking must be located in approved locations. All parking spaces must be striped as approved.
- A dumpster enclosure shall be constructed of approved materials, as applicable.
- All toilet lids and seats are required to have an open front.