



CERTIFICATE OF OCCUPANCY HANDOUT

A CERTIFICATE OF OCCUPANCY IS REQUIRED FOR:

- A new building and/or structure
- A new owner for an existing building, structure or business
- A new use, tenant, or occupancy in an existing building, structure or tenant space
- A remodeled, altered, or expanded building, structure or tenant space
- A change in name of an existing business
- A clean and show (temporary power for 90 days maximum issued only to building owner and/or property manager)
- Other (identify), example: lot used for storage no structure on site, commercial parking lot, etc.

REQUIRED DOCUMENTS AT TIME OF APPLICATION SUBMITTAL:

- A completed application with a brief description of the operation,
- A floor plan with all rooms labeled and dimensioned and equipment/seating layout,
- A building suite layout,
- Non-refundable \$250.00 fee for processing,

Note: If the Certificate of Occupancy is for new construction, remodel, alteration, expansion, or finish-out then a building permit must first be submitted.

PROCESS:

IN CONJUNCTION WITH AN ACTIVE BUILDING PERMIT:

- The **owner and/or tenant** must complete and submit a certificate of occupancy application which will be approved and issued upon construction completion, approval from all departments performing inspections and securing a building final from the Building Department.

ALL OTHER:

- Application will be evaluated for code and ordinance compliance. **Process may take 10 days prior to completing the application requirements and being ready for a site inspection.**
- If no additional information is needed, required inspections can be conducted,
- If violations are noted during the inspection process a correction notice will be issued. Otherwise, application will be approved and issued upon successful completion of inspection.
- Building online inspection request at on the portal.
- Fire Department online inspection request schedule with the Fire Marshal's Office

INSPECTION: The applicant is required to schedule inspections with the following departments as applicable,

			HEALTH	FIRE	BUILDING
NEW CONSTRUCTION and ADDITIONS			✓	✓	✓
CLEAN & SHOW			---	---	✓
EXISTING BUSINESS NEW NAME OR OWNER/ ALL OTHER			✓	✓	✓
Footnote: Tarrant County Health Department approval required for food related establishments and public pools via the Health Department					

A CERTIFICATE OF OCCUPANCY IS ISSUED:

A certificate of occupancy is issued after the application is reviewed, the building or structure is inspected and it is determined that no violations exist of any provisions of the Town of Westlake adopted codes or ordinances. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the codes and/or any other ordinances adopted by the Town of Westlake.

POSTING OF A CERTIFICATE OF OCCUPANCY:

A certificate of occupancy shall be conspicuously posted in or upon the premises to which they apply so that they are readily visible to anyone entering the premises.

REVOCATION OR SUSPENSION:

The building official may, in writing, suspend or revoke a certificate of occupancy if issued in error, or on the basis of incorrect information provided, or when it is determined that the building, structure or portion thereof is in violation of any ordinance, regulation or code adopted by the Town of Westlake.

NOTE:

1. Sign permits will only be issued after a certificate of occupancy is issued. Signage for business must match the name on the certificate of occupancy.
2. Multi-family buildings must submit one application per building.



CERTIFICATE OF OCCUPANCY APPLICATION

(A non-refundable \$250.00 processing fee is required with application submittal)

1. GENERAL INFORMATION

(Print or Type- Incomplete or illegible applications will not be processed)

☐ Building Owner ☐ Tenant ☐ Both (check applicable)		Application Date: _____
Property Address: _____ Suite # _____		
Business Name: _____ Phone: _____		
Describe the proposed use (be specific): _____		
Nature of Business (Check all that apply)	☐ Restaurant ☐ Retail ☐ Warehouse ☐ Office ☐ Auto Repair	
	☐ Education ☐ Manufacturing ☐ Worship Other _____	
List, as applicable, the number of square feet to be used for the following:		
Sales Area: _____ Office: _____ Storage: _____ Dining/Seating: _____		
Manufacturing: _____ Waiting Area: _____ Other (specify): _____		
Total area the business will occupy: _____ Total building square footage: _____ Will signs be replaced or installed? Yes No ☐ ☐		

2. TYPE OF APPLICATION (CHECK ALL THAT APPLY):

Any lighted signs? Yes No		
☐ Shell or New Construction	☐ Change of Ownership	☐ Change of Occupant/New Business
☐ Clean & Show (Temp Power 90 Days)	☐ Existing Business/New Owner	☐ Existing Business Name Change
☐ Expanding Lease Space	☐ Other (identify) _____	

3. BUSINESS OWNER / TENANT INFORMATION:

Business Owner Name: _____		Ph: _____	Cell: _____
Business Owner Address: _____		City: _____	State: _____ Zip: _____
e-mail _____		Fax: _____	

4. PROPERTY / BUILDING OWNER INFORMATION:

Building Owner Name: _____		Ph: _____	Cell: _____
Building Owner Address: _____		City: _____	State: _____ Zip: _____
e-mail _____		Fax: _____	

5. EMERGENCY CONTACT INFORMATION:

Name & Address: _____	Ph: _____
Name & Address: _____	Ph: _____

For Office Use Only

PREVIOUS BUSINESS	PROPOSED USE		
Name: _____	DEPARTMENT	STAFF	DATE
Use: _____	Building Department		
Occ. Group: _____ Occ. Load: _____	Fire Department		
Construction Type: _____ Sprinklered: _____	Planning Department		
Comments: _____			
Active Building Permit for Proposed Use? ☐ Yes ☐ No	Health Department		
Fee: \$250.00 Paid: ☐ Yes ☐ No	Construction Type: _____ Change of Use? ☐ Yes ☐ No		
	Occ. Group: _____ Occ. Load: _____		
	Sprinklered: ☐ ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D		

Certificate of Occupancy Questionnaire		YES	NO																											
1.	Are you enlarging an existing tenant space by combining suites or portions of suites? List lease spaces being combined _____																													
2.	Is or will there be any building, site or interior alterations or remodel ? (permit for work)																													
3.	Will you store, use, dispense, or mix flammable or combustible liquids excluding those used for maintenance for operation of equipments? If so, specify the type of product and the projected quantities. Please attach separate list.																													
4.	Will there be any spray painting or noxious fumes on premises?																													
5.	Will you handle or use any hazardous or toxic chemicals such as but not limited to oxidizers, corrosive liquids, poisonous gases, and radioactive materials? If yes, specify the type and projected quantities. (Attach separate sheet if necessary) _____																													
6.	Will the principal use of the building or tenant space be used for storage? - If yes, what materials will be stored? _____ - What percentage will be used for storage? _____ - How high will materials be stacked? _____ - Will the materials be stored in racks? _____																													
7.	Is or will the building be equipped with a ☐ fire sprinkler system ☐ standpipe system If yes, check which one applies. ☐ hood ansul system																													
8.	Will food or beverages be manufactured, packaged, stored, distributed, sold, or prepared, excluding vending machines?																													
9.	Will alcoholic beverages be sold for consumption on the premises?																													
10.	Will the building or tenant space be used for a social club or private club?																													
11.	Will a swimming pool be located on the premises?																													
12.	Will a ☐ septic tank , ☐ grease interceptor or a ☐ sand/oil interceptor be used on the premises? If yes, check which one applies.																													
13.	Will any liquid wastes or sludges be generated which are not dispersed of in the sewer system?																													
14.	Will any form of waste water pre-treatment be utilized at this facility? If yes, briefly describe. _____																													
15.	Will any goods, merchandise or raw materials be stored or displayed outdoors ?																													
16.	Will combustible dust be generated (sawdust, fine metal shavings, grain processing/storage, etc.)?																													
17.	Will any portion of the building/space be utilized as a classroom , training room or daycare ? If yes, provide the following: ☐ Age 0-2 ½ _____(Number of students) ☐ older than 2 ½ _____(Number of students/people)																													
18.	WILL YOU BE PERFORMING ANY OF THE FOLLOWING ACTIVITIES OR PROCESSES ON THE PREMISES? CHECK ALL ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES. <table border="0"> <tr> <td>☐ Restaurant</td> <td>☐ Sale of Alcoholic Beverages</td> <td>☐ Tire Storage</td> </tr> <tr> <td>☐ Retail Sales</td> <td>☐ Grocery or Convenience Store</td> <td>☐ Outside Storage or Display</td> </tr> <tr> <td>☐ Office</td> <td>☐ Food Products</td> <td>☐ Items stacked higher than 12'</td> </tr> <tr> <td>☐ Dance Floor</td> <td>☐ Sanding, Mill or Woodcutting</td> <td>☐ Incineration</td> </tr> <tr> <td>☐ Child Care Center</td> <td>☐ Parts or Vehicle Wash</td> <td>☐ Flammable/Combustible Liquids</td> </tr> <tr> <td>☐ Personal Services</td> <td>☐ Welding or Cutting</td> <td>☐ Painting or Coating</td> </tr> <tr> <td>☐ Bar Area</td> <td>☐ Warehouse</td> <td>☐ Manufacturing (identify type)</td> </tr> <tr> <td>☐ Use of Medical Gas</td> <td>☐ Smoking Section on Premise</td> <td>☐ Formulation/Mixing/Processing</td> </tr> <tr> <td>☐ Medical/Dental</td> <td>☐ Assembly/Gathering/Worship</td> <td>☐ On-Site Sewage Facility</td> </tr> </table>		☐ Restaurant	☐ Sale of Alcoholic Beverages	☐ Tire Storage	☐ Retail Sales	☐ Grocery or Convenience Store	☐ Outside Storage or Display	☐ Office	☐ Food Products	☐ Items stacked higher than 12'	☐ Dance Floor	☐ Sanding, Mill or Woodcutting	☐ Incineration	☐ Child Care Center	☐ Parts or Vehicle Wash	☐ Flammable/Combustible Liquids	☐ Personal Services	☐ Welding or Cutting	☐ Painting or Coating	☐ Bar Area	☐ Warehouse	☐ Manufacturing (identify type)	☐ Use of Medical Gas	☐ Smoking Section on Premise	☐ Formulation/Mixing/Processing	☐ Medical/Dental	☐ Assembly/Gathering/Worship	☐ On-Site Sewage Facility	
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Check the utility(ies) that must be released with Town of Westlake approval. ☐ **Electric** ☐ **Gas**

I hereby certify that I have completed this questionnaire for _____ and know the same to be true and correct. (address)

Printed Name: _____ Signature: _____ Date: _____



CERTIFICATE OF OCCUPANCY APPLICATION

Planning and Development Department

APPLICATION REQUIREMENTS

All applications for a Certificate of Occupancy (CO) are performed online via [MyGov](#). New applicants who do not have an account in MyGov can use the [MyGov Contractor Guide](#) to get started with creating your [collaborator account](#) to submit for application.

The online application must be filled out by the tenant or the property owner on behalf of the tenant. Please be prepared to have the following information ready when you submit your application:

- **New Tenant Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Property Owner Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Emergency Contact Information** (address, suite, owner name, tenant name, phone numbers, emails)
- **Description** of your proposed business and business activities
- **Business Information** (square feet, number of employees, typical hours of operation)

Certificate of Occupancy Applications are **\$250** and must be furnished before issuance of the CO by the Chief Building Official.

PROJECTS REQUIRING A CERTIFICATE OF OCCUPANCY

Certificates of Occupancy are issued for commercial buildings by the Chief Building Official and the Fire Marshal. Projects that will typically require a Certificate of Occupancy are:

- New Commercial Buildings
- New Commercial Shell Buildings
- Commercial Finish-Outs
- Commercial Remodels
- Commercial Additions
- Commercial Accessories
- New Condominiums

ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

Upon issuance of the Certificate of Occupancy, the applicant will receive an email with the CO attached. The CO can also be accessed in MyGov at any point by logging in and downloading it. The CO must be posted in a conspicuous place in the place of business where the Chief Building Official and Fire Marshal can easily find it.

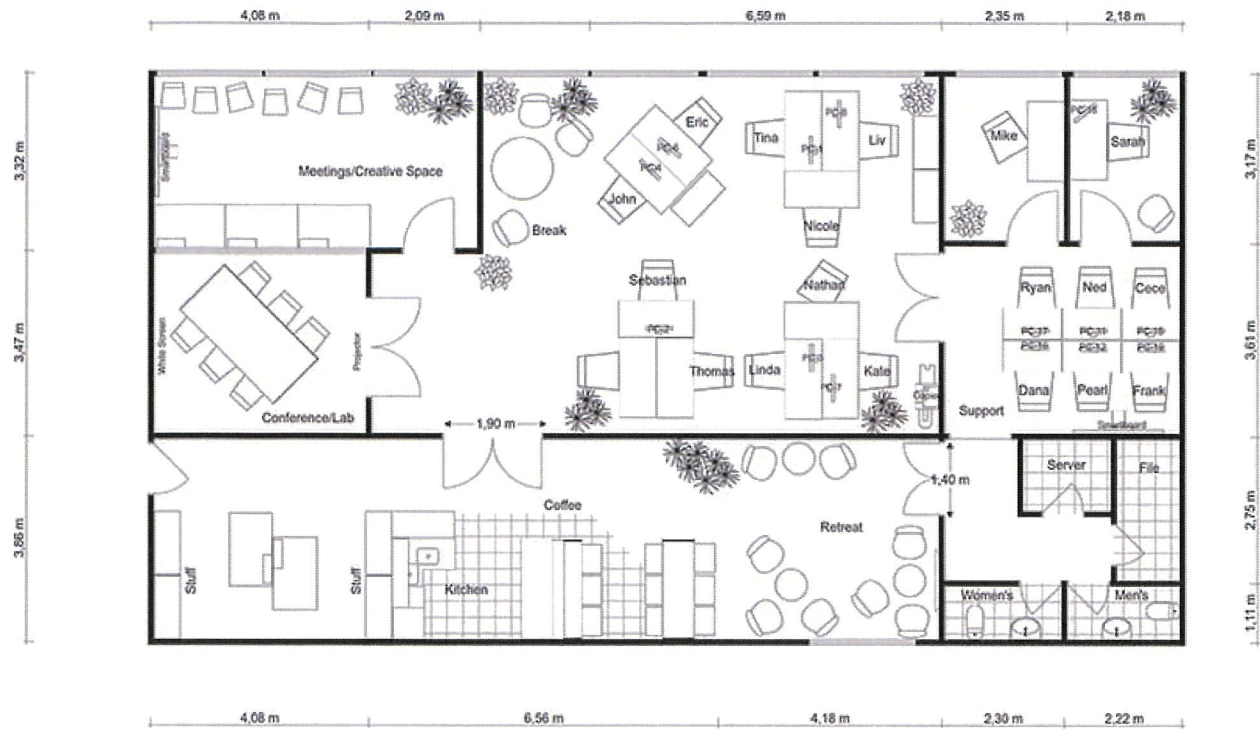
1500 Solana Blvd, Building 7, Suite 7200, Westlake, TX 76262

Phone: 817-430-0941 | Fax: 817-430-1812

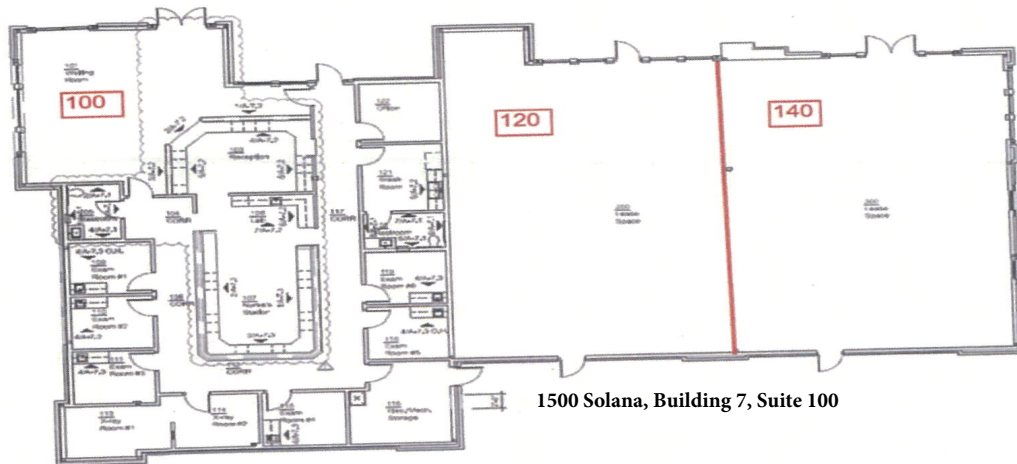
Email: building@westlake-tx.org

www.westlake-tx.org

Sample Floor Plan



Sample Suite Layout



Sample of items that will be checked during the CO inspection:

- Completed Fire Department Safety Inspection
- Exit/emergency lights working properly
- No smoking sign at the front entry door
- Backflow test reports for water
- Posted Address on front and back doors
- Labeled breakers and disconnects as required
- Expansion tank at water heater/vacuum breaker for bottom fed
- Grease interceptor and Grease Hoods-Service documentation
- HVAC system operation
- Bathroom exhaust to the exterior
- Any new equipment must have specs provided
- Health department sign off for restaurants and daycare
- No general mechanical, electrical, or plumbing violations exist.

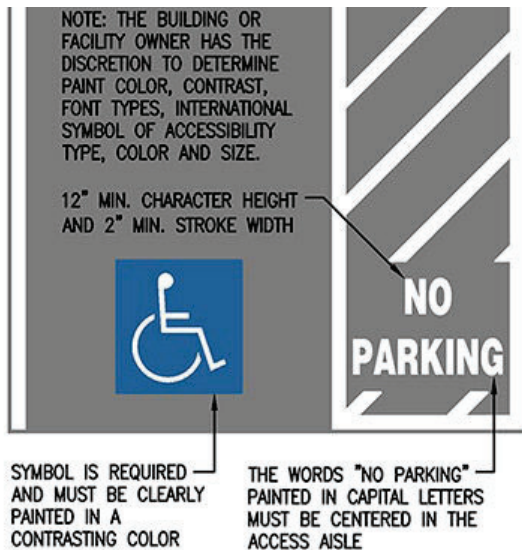
2012 TAS - ACCESSIBLE PARKING SPACES

- RULE CHANGE

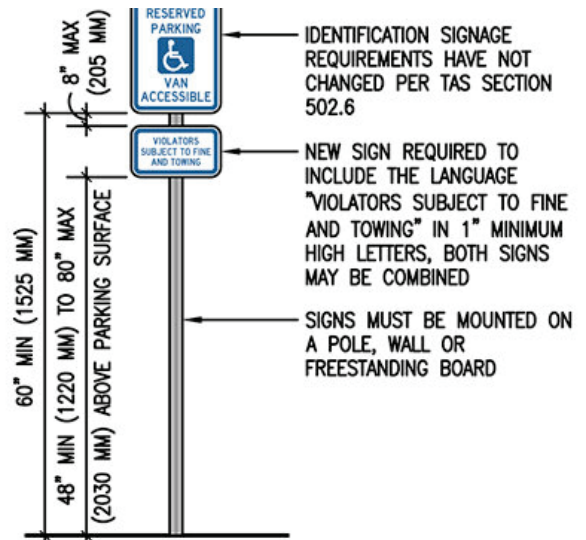
August 3, 2020

TDLR has issued a rule change to 2012 TAS regarding Accessible Parking Spaces.

Accessible Parking Space Requirements



Accessible Signage Requirements



RULE CHANGE:

- A paved accessible parking space must include:
 1. the International Symbol of Accessibility painted conspicuously on the surface in a color that contrasts the pavement;
 2. the words "NO PARKING" painted on any access aisle adjacent to the parking space. The words must be painted:
 - in all capital letters;
 - with a letter height of at least twelve inches, and a stroke width of at least two inches; and
 - centered within each access aisle adjacent to the parking space; and
 3. a sign identifying the consequences of parking illegally in a paved accessible parking space. The sign must:
 - at a minimum state "Violators Subject to Fine and Towing" in a letter height of at least one inch;
 - be mounted on a pole, post, wall or freestanding board;
 - be no more than eight inches below a sign required by Texas Accessibility Standards, 502.6; and
 - be installed so that the bottom edge of the sign is no lower than 48 inches and no higher than 80 inches above ground level.
- A parking space identification sign that complies with Texas Accessibility Standards, 502.6, that includes the requirements in subsection (a)(3)(A) satisfies subsection (a)(3).