



105 N 4th Street, P.O. Box 349, Gunter, TX 75058-0349
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Certificate of Occupancy Inspection Information

Note: A building permit is required for any alteration or construction work.

To receive an inspection for a Certificate of Occupancy, please adhere to the following steps:

- 1) Complete Certificate of Occupancy application.
 - 2) Request the Certificate of Occupancy permit in MyGov and upload the applications.
 - 3) Pay the \$80.00 Certificate permit fee.
 - 4) Ensure the building is accessible/unlocked between 8AM-5PM the day of the inspection.
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Location Information

Location Address: _____ Sq Ft: _____
Lot: _____ Block: _____ Subdivision: _____

Owner Information

Name: _____
Street Address: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Tenant Information

Name: _____
Street Address: _____
Mailing Address: _____
Phone Number: _____ Email: _____

I, _____, understand that if the initial inspection reveals violations as cited below, compliance must be met within _____ days from the date of the initial inspection in order to avoid further enforcement actions.

Owner/Applicant

Date

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises created, erected, changed, converted, altered, or enlarged in its use or structure until a Certificate of Occupancy has been issued by an administrative official. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____ Print
Name of Applicant: _____

City Official Approval: _____ Date: _____
Inspector Approval: _____ Date: _____

City Permit #: _____ Inspector Project #: _____

For Office Use Only

Fee Received: _____ Check/Card: _____ Date: _____

The Certificate of Occupancy inspection is for life safety items and general maintenance. Some common items noted during inspection are listed below.
This is not an all-inclusive list.

Property Standards:

1. No holes or protrusions on property
2. Secure wells and septic tanks
3. Address number displayed on property
4. Secure fencing
5. No collection of water conducive to mosquito breeding
6. No public health nuisance

Structural Standards:

1. No visible mold
2. No holes or rotten wood in outside walls and eaves
3. No deteriorated sheetrock and/or wall coverings
4. No holes in walls, floors, or ceilings
5. All doors in place and undamaged
6. All windows openable
7. No broken windows
8. No dilapidated accessory buildings
9. Working smoke detectors in all bedrooms
10. Foundation vents
11. Exterior doors should not have double key locks, slidebolts, or other than thumb turn lock or bolt

Utility Standards:

1. Proper dryer vent
2. Proper A/C ducts and registers
3. Proper condensate drain (primary/secondary)
4. Properly vented and installed gas appliances and heaters

Electrical Standards:

1. Minimum 100 amp main
2. Grounded or bonded electrical system
3. Plugs in kitchen, bathroom, and outside within six feet of water source
4. Eliminate exposed wires/electric conduit
5. Covers on plugs, receptacles, switches, and fixtures
6. Access to electric panel
7. Missing circuit breakers or knockouts in electric panels and junction boxes must be filled
8. Added electrical fixtures and outlets must comply with National Electric Code

Plumbing Standards:

1. Proper sewage flow from structure
2. Operational toilet facilities
3. No visible plumbing leaks
4. Washing machine drain to sanitary sewer system
5. Plumbing fixtures in good working order
6. Unused plumbing capped

Code/Health Standards:

1. No insect, vermin, or rodent infestation
2. Free of rubbish, garbage, and/or debris
3. No junk vehicles
4. No other nuisance violation