



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Residential Certificate of Occupancy

Residential Certificate of Occupancy Checklist

- ☐ Application
- ☐ \$100 application fee
- ☐ Contact Bureau Veritas at 817-335-8111 to schedule your inspection

Rental Property Address: _____

☐ Single Family

☐ Duplex

☐ Four-Plex

Lot: _____ Block: _____ Subdivision: _____

Owner Name: _____

Owner Address: _____

Email Address: _____

Phone Number: _____ Mobile Number: _____

All residential rentals are required to have a building inspection passed and a Certificate of Occupancy on file prior to a set up of new water service.

Property may not be occupied by persons or possessions until the Certificate of Occupancy has been issued.

Signature: _____ Date: _____

Fee: \$100

Receipt Number: _____ Date: _____

Certificate Number: _____

Building Inspection Requirements

- ☐ All electrical boxes are to be sealed concealing exposed wiring
- ☐ The gas line should be protected and in good repair, as applicable
- ☐ The exterior lighting should be operable
- ☐ Siding should be in good shape and no peeling paint or exposed wood on structure
- ☐ Address numbers in four-inch font located on front
- ☐ Doors should operate smoothly for egress
- ☐ Vacuum breakers should be on all hose bibs and no water leaks present
- ☐ GFCI outlets should be located at all wet locations and at exterior outlets
- ☐ Glass should be in good condition, free from cracks or shards
- ☐ Electric meter and panel should be free from defects and have driven ground rod and address clearly marked
- ☐ Trip hazards should be clearly marked with a two-inch strip on the nosing
- ☐ All switch, outlet and cover plates should be in good condition and damage-free
- ☐ Locks on doors are to be in good operable condition; bolt locks are prohibited
- ☐ Extension cords are limited to six (6) feet in length maximum
- ☐ Breaker spacers are to be in place on the interior panel cover
- ☐ No loose conduit is permitted on any appliance or electric boxes
- ☐ Water heater and connections must be to plumbing code regulations
- ☐ Interior walls and ceiling must be maintained in good condition
- ☐ Restrooms must be operational
- ☐ Smoke detectors in all sleeping areas and hallways

Please ensure all of the above items have been completed prior to calling for a final Certificate of Occupancy inspection from **Bureau Veritas at 817-335-8111**. A tenant may **not** move in until the Certificate of Occupancy has been issued.