



Initial Certificate of Occupancy Inspections Following City Initiated Annexation

If you operate a business, school, or church in a newly-annexed area, you will be required to obtain a Certificate of Occupancy (CO) for that facility. Each tenant in a multi-tenant building will have their own Certificate of Occupancy. Single-family residences, used solely as a residence, are not required to obtain a CO in the City of Fort Worth. No fee will be charged for initial Certificate of Occupancy.

All commercial businesses will be inspected by a three-inspector team comprised of a Building Inspector, Electrical Inspector, and Fire Inspector. Upon inspection, a Certificate of Occupancy or a notice of correction will be issued. Most properties will receive a CO at first visit. Some will have to make repairs and will receive a CO upon a subsequent visit. A permit, with its associated fees, will be required for all necessary repair work. After issuance of the initial CO, the fire department will inspect a commercial property annually.

The inspector(s) will arrive during normal work hours and will be inspecting for major life/safety issues only. The inspector(s) will need access to all portions of the building. The electrical inspector will require roof access, if any electrical wiring or conduits are on the roof. Roof access needs to be provided by the building owner or tenant, such as a ladder. Examples of items that the inspectors will look for are listed on page 2. Due to every property and project being different, this list cannot be all inclusive, other items may be identified if they pose a risk to the occupants or to the public.

To request a CO inspection or to ask questions regarding the inspection process or our adopted building code, please contact Development Customer Service Department at 817-392-2222 or DevCustomerService@fortwohtexas.gov.

C/O Application Requirements:

- Valid City of Fort Worth Address
- Floor Plan- to scale or labeled with dimensions and each room labeled for its use
- [Occupancy Permit Application](#)

Examples of inspection items:

Building Inspector:

- (1) Correct address and /or suite number is posted on the building.
- (2) Existing door locks/latches are per code.
- (3) Existing exit doors are operable, swing in the right direction, have illuminated signage & landings on both sides.
- (4) Existing handrails, guardrails, stairs & ladders are safe and useable.
- (5) No interior or exterior structural damage and all exposed bare wood is painted or covered.

Electrical:

- (1) All electrical meter(s) and breaker box panels are secured to building and no dead front panels are missing or have open spaces where someone can reach into and contact live energized parts.
- (2) All wiring is enclosed in required raceways and not subject to damage.
- (3) All electrical wiring splices are enclosed in boxes
- (4) All electrical junction boxes have covers.
- (5) Equipment or receptacles are not wired in extension cord.
- (6) Switches and receptacles are enclosed in a box and have covers.
- (7) GFCI receptacles are installed where the code retroactively may require. Subject to determination by inspector, with the possibility of compliance achieved by replacing receptacle at the inspectors discretion, and based upon the use of the receptacle.

Fire:

- (1) Visible and legible address
- (2) Fire lane maintained, if required
- (3) Knox box has appropriate keys. FDC locking caps required.
- (4) All exits/hallways, etc. free of obstruction
- (5) Exit doors unlocked/working
- (6) Exit signs are illuminated / maintained
- (7) Flammable/combustible liquids are stored in approved containers
- (8) Electrical wiring/equipment in safe cond.
- (9) No extension cords used in place of permanent wiring
- (10) No storage of combustible material in electrical, boiler, or mechanical rooms
- (11) No missing ceiling tiles
- (12) Sufficient # OF EXTINGUISHERS and serviced annually
- (13) Blue tag on fire alarm and sprinkler systems
- (14) Hood systems inspected within last 6 months