

City of Fort Worth
Planning & Development Department
Ordinance Inspection Information Sheet

You are purchasing an inspection for a building or space **BEFORE YOU CAN OCCUPY IT** or have the **Utilities** transferred into your name. This inspection only releases ELECTRICITY and NOT Gas. Gas can only be released by a separate Gas permit. Minimum safety requirements are necessary in order to provide a secure structure when occupied. The inspectors, by city ordinance, are making sure the building/space meets code requirements for your particular use. The utility company only keeps our release information on your inspection for **30 days** from the date that you pick up your Certificate of Occupancy; after which time it is dropped from their system. You have a 30 day window to apply for service in your name regardless of which provider you use. If your inspection release is dropped from their system, and you have not applied for service you would have to obtain another inspection and pay the required fees.

FEE: \$150.00 per building needing inspection. This fee is figured @ \$30.00 per inspection trade needed plus a \$25.00 application fee. To qualify for Certificate of Occupancy, it requires an inspection from all four trades: Building, Electrical, Mechanical, Plumbing, and the inspections must be approved before one can be written. This inspection is normally done when there is no remodeling or trade work necessary to occupy. In the case of a remodel, you would **only** need an ordinance inspection to be made if there is no work to be done in a particular trade. Separate permits are required for work in other trades in the event of remodeling. If your business is food related you will need to contact the Backflow (817-392-8375), Grease Trap 817-392-8305) and Health (817-392-7255) about any requirements that they may have.

Please Note the Following:

Ordinance Inspections are made between the hours of 8:00AM and 4:30PM, Monday thru Friday; on the date selected at the time you make application. Inspectors cannot guarantee the exact time however they will attempt to notify you 30 minutes before arriving. Please note that the inspection is only good for **60 days** from the date that you made application. If it expires before all approvals are made, you will be required to start again from the beginning. Permit fees will be required again.

The building/space must be **Unlocked and Accessible for the Inspections to be made.** Due to the fact that the inspectors will arrive **separately**, please keep the building/space unlocked until **All Four** inspectors have made their inspection. The max amount of buildings to be inspected is 5 per day.

The **Permit Card** must be readily available and displayed in **Plain Sight** so that the inspectors may sign their approval on the card. If an inspector does not approve the inspection, a copy of the requirements to be met will be left on site. If that copy is lost you may obtain another one at the Development Department. Orange card replacements are \$25.00.

A Ladder or Roof Access is required for some inspections. **You are Responsible for Providing Access to the Roof for the Inspection.** This is necessary for equipment such as air conditioning, heating, refrigeration, venting, which requires both the electrical and mechanical inspector's approval. **If Access is not provided, the Inspection may be turned down and Another Inspection Date will have to be scheduled for the Roof Equipment.**

RE-INSPECTION FEE FOR A TURN DOWN INSPECTION WILL BE \$50.00 FOR EACH INSPECTOR THAT IS REQUIRING ONE.

Temporary Power, for a fee of \$58.00 may be obtained with application for a **Temporary Power Letter**. If an electrical permit is required, the electrician must obtain his permit for the work and sign the temporary power letter.

If the property is an **Apartment Complex**, you will need to contact the **Code Compliance Department** at 817-392-6574 for a pre-inspection and their approval.

Your Certificate of Occupancy can be e-mailed, mailed through regular mail, or you can bring the completed and signed **Permit Card** back to the Planning & Development Department, City Hall, and 200 Texas St. Your inspection is only good for 60 days from the date of the last inspection and you must obtain the Certificate of Occupancy within that time frame. If you have any questions concerning the issuance of the Certificate of Occupancy you may call 817-392-2222.

*Fees are subject to change at any time if/when rates are increased.