



Procedure to obtain a CO for Multi-Family Complexes

Step 1: Pre-Certificate of Occupancy (CO) Inspection

If ownership has changed, customer must contact Code Compliance at 817-392-1234 and request Multi-Family Inspections in order to get a Pre-CO inspection completed. Apartments only changing the name do not require a Pre-CO check.

The customer has 60 days from the date of the Pre-CO inspection to come in and apply for the Certificates of Occupancy (CO). If it has been longer than 60 days, the customer will need to schedule for a new Pre-CO inspection.

Step 2: Apply for Certificate(s) of Occupancy

To apply for the Multi-Family Certificate of Occupancy the customer will need to have:

- The year the apartments were built
- Warranty Deed
- Site plan or map showing all of the buildings and structures on site
- Addresses for each building along with the number of units in each

Non-habitable structures, i.e. carports, gazebos, and mail kiosks will require a Certificate of Occupancy. Any non-residential structure, i.e. Clubhouse, laundry room, maintenance, will need a floor plan to scale or with dimensions in order to determine an occupant load (if no previous CO is on file).

Fees: All four ordinance inspections are required for habitable structures (offices, apartment buildings, maintenance rooms, etc.) Building and Electrical Ordinances are required for any non-habitable structures, i.e. carports, gazebos, mail kiosks. Fees may vary. Please see [Development Fee Schedule](#)

Once your Certificate of Occupancy application has been processed, you will have access to your permits through the Online Permitting system to make payment here; <https://aca-prod.accela.com/CFW/Default.aspx>

Step 3: Inspections

Once the permits have been issued, the inspections will need to be scheduled. **Building, Mechanical, Electrical & Plumbing Ordinance** inspections will be required for habitable structures. **Building & Electrical Ordinance** inspections will be required for non-habitable structures. No more than five (5) buildings/structures may be scheduled for inspections in a single day. Inspections may be scheduled online at <https://aca-prod.accela.com/CFW/Default.aspx> or by calling Development Support Services at 817-392-2222.

Inspections will include Life & Safety checks. This involves inspecting to see that there is no loose wiring, proper heating and ventilation, and adequate plumbing. The inspectors may enter occupied or non-occupied units at their discretion. Electrical releases will be made for the house lights for each building if needed.

Step 4: Receive Certificate(s) of Occupancy

The Development Support Services Department will e-mail your Certificates of Occupancy after the inspections have been completed. If you have not received your Certificate of Occupancy within 48 hours of the finalized inspections, please contact the permitting department at 817-392-2222 to receive your Certificates of Occupancy. Please have your permit number(s) readily available.



City of Fort Worth
Development Services Department
Certificate of Occupancy Application for Apartment Only

Property Address: _____

Name of Apartments Complex: _____

Electricity Release: (Y / N)

Previous Certificate of Occupancy # (if known): _____

Site Contact Name: _____

Phone Number: _____ *E-Mail Address: _____

Required Documents

o Year the apartments were built

o Warranty Deed

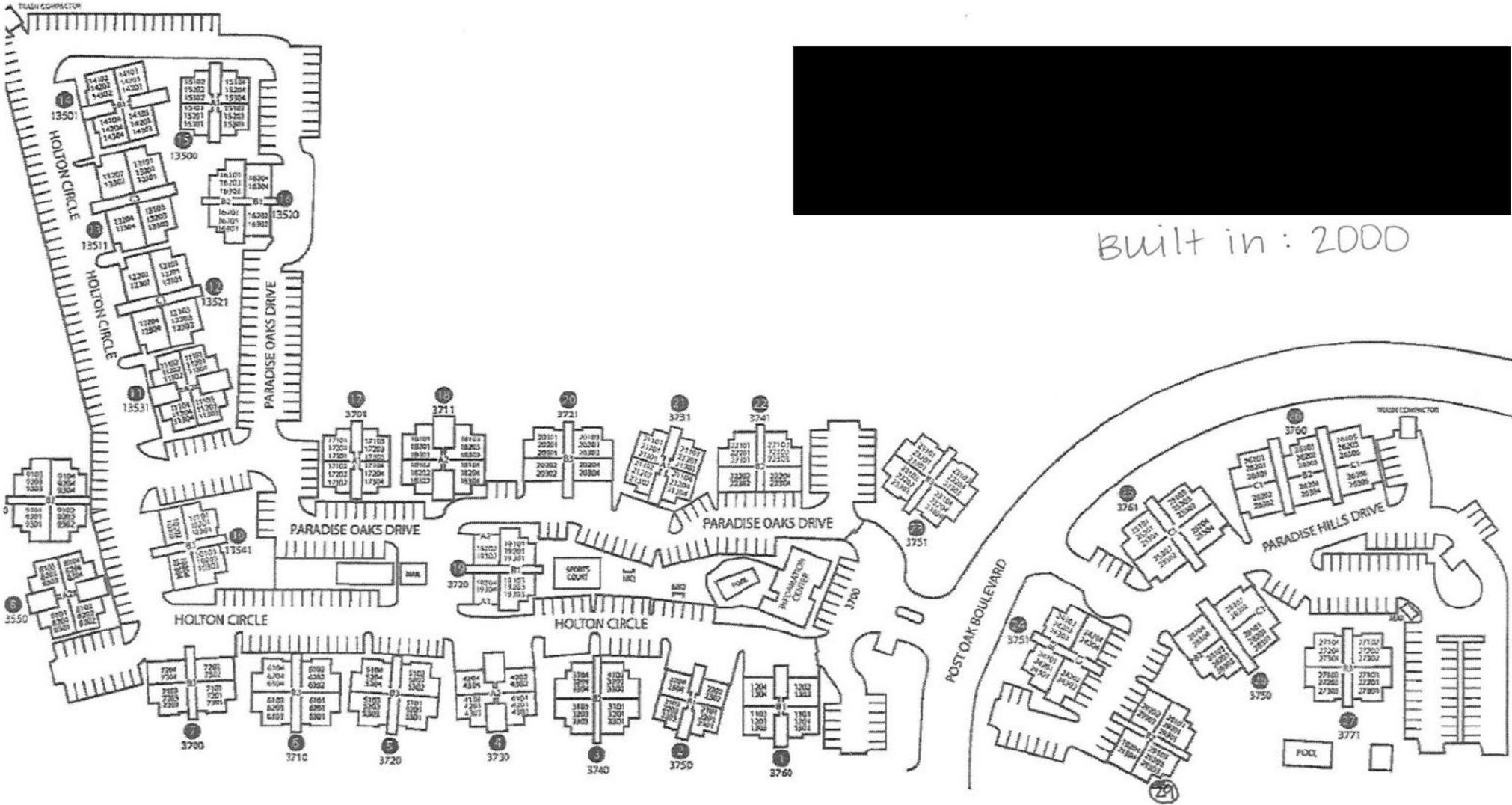
o Site plan or map showing all of the buildings and structures on site (Readable if possible)

o Addresses for each building along with the number of units in each. Must include all buildings and structures on the property, INCLUDING CARPORTS (if applicable).

o Please use second page to list all buildings and structures.

o Any non-residential structure, i.e. Clubhouse/Office, laundry room, maintenance, will need a floor plan to scale with dimensions in order to determine occupancy load.

EXAMPLE ONLY



Built in: 2000

Catering / Kitchen
27' 4" x 17' 8"
(8,3 m x 5,4 m)

Stairs

Storage / Server
112 sq ft

Office 1
14' 1" x 22' 2"
(4,3 m x 6,8 m)

Office 2
18' 0" x 22' 2"
(5,5 m x 6,8 m)

Foyer

Elevator

Mens Lav.

Womens Lav.

Reception
40' 9" x 14' 3"
(12,4 m x 4,3 m)

Storage
47 sq ft

Open Workspace
45' 4" x 33' 11"
(13,8 m x 10,3 m)

Office 4
13' 8" x 23' 5"
(4,2 m x 7,1 m)

Office 3
10' 11" x 22' 11"
(3,3 m x 7,0 m)

Meeting Space
22' 0" x 22' 11"
(6,9 m x 7,0 m)