



## Procedure to obtain a CO for Multi-Family Complexes

### Step 1: Pre-Certificate of Occupancy 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 their Certificates of Occupancy. 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 apartment CO's 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:** Fees for the habitable structures (offices, apartment buildings, maintenance rooms, etc.) are **\$243**

(\$28 Application Fee, \$15 Technology Fee, \$200 Ordinance Inspection fee)

Fees for any non-habitable structures, i.e carports, gazebos, mail kiosks, will be **\$143.**

(\$28 Application Fee, \$15 Technology Fee, \$100 Ordinance Inspection fee)

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 written up, 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.

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: \_\_\_\_\_ Office: \_\_\_\_\_

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)*

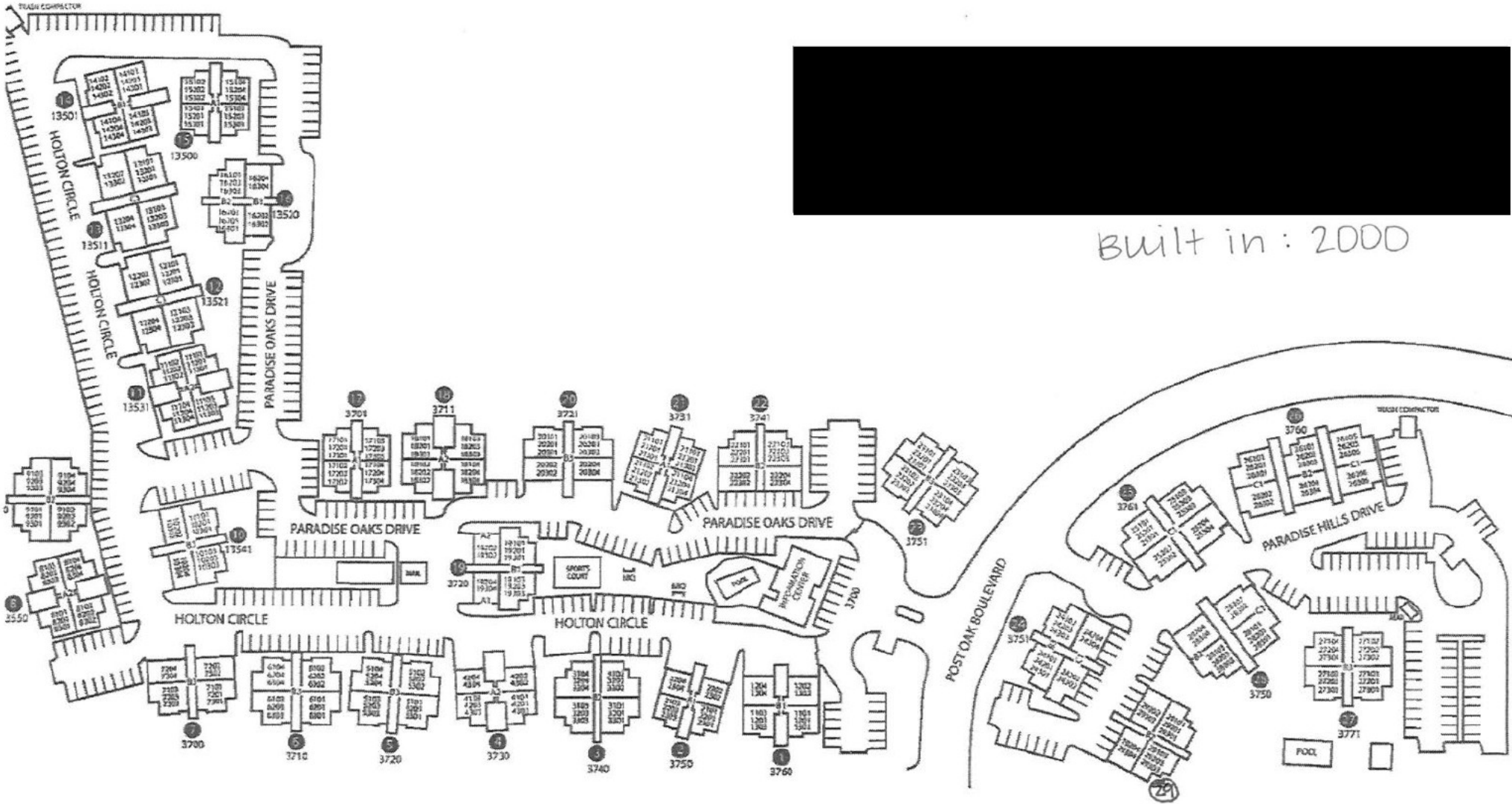
*o Addresses for each building along with the number of units in each. Must include all buildings and structures on the property, INCLUDING CARPORTS (if applicable).*

*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

