



CERTIFICATE OF OCCUPANCY PACKET

Town of Fairview

372 Town Place

Fairview Texas 75069

Phone: 972.886.4209

Fax: 972.548.0268

Inspection Line: 972.886.4250

inspections@fairviewtexas.org

permits@fairviewtexas.org



Certificate of Occupancy Application

372 Town Place Fairview, Tx 75069

Phone (972) 562-0522

Date:
Requested Inspection Date:

Contact Building Inspections to schedule inspection. Inspection Request Line:

972. 886.4250 Request email: Inspections@fairviewtexas.org

Fire 972.886.4232 fireinspections@fairviewtexas.org

<input type="checkbox"/> Temp Power to Show	<input type="checkbox"/> Change in Use	<input type="checkbox"/> Owner Change	<input type="checkbox"/> Name Change
<input type="checkbox"/> New Tenant	<input type="checkbox"/> Dividing Tenant Space	<input type="checkbox"/> Combining Tenant Spaces	
Tenant Address:		Business Name:	
Primary Use:		Sales Tax #	
Sale of Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Knox Box Application Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Department Contacted _____	
Sale of Food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Dept. Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Outside Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous Tenant (if any):		Existing Tenant(s) to Remain (if any):	
Total Tenant Space Area: _____ Sq. Ft.		Total Building Floor Area: _____ Sq. Ft.	
Contact or Applicant:		Phone:	
Address:		City:	State: Zip:
E-mail:		Applicant Signature:	
Property Owner:		Owner's Phone:	
Address:		City:	State: Zip:
Fire Prevention Information:			
Does your business involve any storage, sale or use of the following?			
Flammable/Combustible liquids (10 gal or more)	Yes [] No []	Fireworks	Yes [] No []
On-site consumption of alcoholic beverages	Yes [] No []	Magnesium	Yes [] No []
Storage (higher than 12') of combustible items	Yes [] No []	Paint/flammable material	Yes [] No []
Dust producing equipment or materials	Yes [] No []	Poisonous or hazardous chemicals or acids	Yes [] No []
Compressed gases	Yes [] No []	LP gas	Yes [] No []
Explosives or ammunition	Yes [] No []	Outside Storage	Yes [] No []
To Be Completed by City Staff:			
Zoning District:	Required Parking:	Fire Lane Yes [] No []	Fire Extinguishers:
Existing Pavement Type: Concrete [] Asphalt [] Other []			
Occupancy Type:	Occupancy Load:	Construction Type:	NFPA 13 System Yes [] No []
Building Inspected by:	Approved [] Disapproved []	Pending Corrections []	Date:
Fire Marshal:	Approved [] Disapproved []	Pending Corrections []	Date:
Permit Fee \$ 100.00	Receipt #	Received by:	

Dear Town of Fairview Business Owner/Operator:

Please assist our department by completing the following information. All information is confidential.

NAME OF
BUSINESS

ADDRESS _____

BUSINESS PHONE _____ BUSINESS FAX _____

BUSINESS HOURS _____

BUSINESS OWNER _____

BUILDING OWNER _____ PHONE _____

ALARM? YES/NO ALARM CO NAME _____ PHONE _____

CLEANING CO? YES/NO CLEANING CO NAME _____

EMERGENCY CONTACT INFORMATION

NAME _____ HOME _____ CELL _____

NAME _____ HOME _____ CELL _____

NAME _____ HOME _____ CELL _____

OTHER IMPORTANT INFORMATION, IF ANY: _____

SIGNATURE _____ DATE _____

Person responsible for filling out paper

Department Use

DATE RECEIVED _____ DATE ENTERED PERMIT _____

Final Building Inspection for Certificate of Occupancy Checklist

The Building Official is required to perform a final building inspection before the certificate of occupancy is issued. The following is a general list of items that will be inspected, to insure all Life Safety and Fire Codes and Building Codes adopted by the Town of Fairview are met.

This inspection may not be limited to the items listed below, depending upon the occupancy type. These items must be maintained or in place to pass the inspection.

1. All doors, door swings, door closers, door hardware, and force-to-open doors shall be maintained in proper working order.
2. All means of egress (exits) shall be clear and unobstructed. In a multi-story building with stairs, all stairs shall be maintained and unobstructed. No storage allowed in stairwells or under staircases.
3. All emergency lights and exit lighting shall be maintained in working order. These lights shall operate on normal electrical power and on battery back-up power. Exception: buildings provided with an emergency back-up generator.
4. If a building is required to have a sprinkler system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
5. If the building is required to have a Fire Alarm system, a copy of the certification test and any annual certification letters shall be provided to the Fire Inspector upon request.
6. If the building is required to have a Hood Suppression system, a state licensed hood system company shall service the system and supply a certification letter upon request. The hood, ductwork, fan and filters shall be cleaned and if a cleaning service is used, a certificate showing date of cleaning shall be maintained on the premises.
7. Smoke and duct detectors shall be maintained in proper working condition, also with any certification letters made available to the Fire Inspector.
8. All fire extinguishers (5 to 10 lb. ABC) shall be maintained by a State of Texas licensed fire extinguisher company and shall have a current inspection tag signed and dated by the company.
9. In addition to the above-mentioned fire extinguishers, if your place of business has a kitchen, you must also have a "Class K" fire extinguisher.

10. Any storage near electrical panels and/or mechanical equipment shall be no closer than 30 inches from the equipment. Each breaker in the panel box shall be labeled.
11. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
12. All interior finishes required by the International Fire Code 2018 shall be maintained.
13. All storage and housekeeping practices shall be in neat order and cleanly maintained.
14. Occupant load signs shall be maintained and clearly visible in the area for which they apply. (If required)
15. In a tenant space, ceiling tiles shall be removed in a manner suitable for the Fire Inspector to thoroughly inspect existing tenant demising walls (If not completed at the 80% inspection, the Fire Inspector may request a ladder for better access.)
16. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order.
17. Address and/or street numbers must be posted and visible also to include suite number or letters where they may apply. (Minimum of 4 inches)
18. Correct facility information must be provided: name, address, phone number, owner name, address and phone number. If the address is not provided during the inspection, the C.O. will not be issued.



Inspection Request

Inspection hours are from 8:00am-4:00 pm Monday – Friday. To request your inspection please call the Inspection Request line at 972-886-4250 or at inspections@fairviewtexas.org before 4:00 PM to receive your inspection the next business day. If you call in your inspection on Saturday or Sunday you will not receive your inspection until Tuesday.

Please provide:

1. Your name
2. The address where work is to be inspected. Suite Numbers. Lock Box code and instructions to the inspector if needed for entry. Example: “Access hatch is in electrical room on north side of building “or “Homeowner will meet you between 11am and 1pm”
3. Call back telephone number/ onsite contact if required.
4. Permit number
5. Type of inspection
6. Time you are requesting the inspection to take place.
7. If you are requesting an RVI inspection, please have all photos uploaded to your permit prior to calling for RVI inspection.

Please note: When calling for inspections, the inspection will be scheduled for the next business day. If you need same day inspection, we must receive it by 8:00am or it will be assigned the next business day.

Emergency Inspections may be called in at anytime and will incur a \$75.00 inspection fee and must be paid prior to inspection. Emergency inspections on weekends will incur a \$150 inspection fee and you must call 469.628.4913. Please leave detailed voice mail and return contact number.