

APPLICATION **CERTIFICATE OF OCCUPANCY** **\$50.00 FEE (non-refundable)**

CITY OF HALTOM CITY, TEXAS, 5024 BROADWAY AVE., HALTOM CITY, TEXAS 76117

Telephone - 817-222-7730 FAX - 817-222-7739

*** C/O APPLICATION FEE IS NON-REFUNDABLE ***

DATE _____ NAME OF BUSINESS _____

HALTOM CITY PROPERTY ADDRESS _____

BUSINESS PHONE # _____ CONTENTS (office, warehouse, etc.) _____

OCCUPANCY (type of business) _____

BUSINESS OWNER NAME _____ EMAIL: _____

BUSINESS OWNER'S HOME ADDRESS _____

BUSINESS OWNER'S PHONE # (after hours) _____ # OF EMPLOYEES ON SITE _____

DRIVER'S LICENSE NO. _____ SALES TAX or FEDERAL ID NO _____

PROPERTY OWNER NAME _____ PHONE # _____

PROPERTY OWNER ADDRESS _____

-----PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS-----

-----New Business ___ Relocation from other HC Location ___ Change of Ownership ___ Add. Space ___

How many square feet will be in the building or lease space? _____

Are you enlarging an existing tenant space by combining suites? _____ Yes ___ No ___
If yes, list the spaces combined: _____

Will you store, use, dispense or mix flammable or combustible liquids for purposes other than maintenance or operation of equipment in excess of 10 gallons? Yes ___ No ___
If yes, specify the type of product and maximum quantities (use separate sheet if Necessary): _____

Will there be any spray painting on the premises? Yes ___ No ___

Will you handle or use any hazardous or toxic chemicals such as, but not limited to, oxidizers, corrosive liquids, poisonous gases or radioactive materials? Yes ___ No ___
If yes, specify the type and maximum quantities (use separate sheet if necessary): _____

Will a principal use of the building or tenant space be used for storage? Yes ___ No ___
If yes, What percentage? ___ List the materials to be stored: _____

How high will the materials be stored? _____
Will the materials be stored in racks? _____ Yes ___ No ___

Will the building be equipped with any of the following fire protection equipment: Yes ___ No ___
___ automatic fire sprinkler ___ automatic fire alarm or smoke detectors ___ standpipe system

Will food or beverages be manufactured, packaged, stored, distributed, sold or prepared in any manner other than vending machines? Yes ___ No ___

Will a swimming pool be located on the premises? Yes ___ No ___

Will a septic tank be used on the premises? Yes ___ No ___

Will a grease trap or sand trap be used on the premises? Yes ___ No ___

Will any goods, merchandise and/or raw materials be displayed or stored outdoors? Yes ___ No ___

Will you be performing any of the following processes on the premises (if yes, circle the activities that apply): Yes ___ No ___
manufacturing treating formulation/mixing/processing vehicle washing welding

Will any liquid waste or sludge be generated which will not be disposed of in the sewer system? Yes ___ No ___

Will any form of waste water pre-treatment be utilized at this facility? Yes ___ No ___
If yes, briefly describe on an attached sheet.

Will combustible dust be generated? Yes ___ No ___

SIGNATURE OF APPLICANT: _____ DATE: _____

MUST PROVIDE COPY OF OCCUPANT'S DRIVER'S LICENSE I.D.

CERTIFICATE OF OCCUPANCY

ZONING REQUIREMENTS

PAVED PARKING AREAS: Section 31 A. – All land uses must provide paved parking areas at the time of the issuance of the certificate of occupancy. This includes visibly striped parking spaces and fire lanes. One parking space shall be specifically designed, located and reserved for the use by the handicapped.

DUMPSTER OR TRASH RECEPTABLE: Section 32.B3. – Except for one and two family dwellings, garbage storage areas shall be visually screened by a six-foot (6') high solid fence on all sides and shall be located at the rear of the facility.

SOLID WASTE / TRASH REMOVAL: Section 42-9a (City Code) – Every owner, tenant or lessee of a building used for business, commercial or industrial purposes shall arrange for the removal of garbage and refuse from the premise.

TENANTS MUST SUBMIT A LETTER OF INTENT UPON REQUEST BY STAFF

IMPORTANT:

IT IS THE RESPONSIBILITY OF EVERY OWNER, TENANT OR LESSEE OF A BUILDING USED FOR COMMERCIAL OR INDUSTRIAL PURPOSES TO ARRANGE FOR COMMERCIAL REFUSE SERVICE AND PROVIDE FOR ALL THE ABOVE-LISTED

CRITERIA AT THE TIME OF ISSUANCE OF A CERTIFICATE OF OCCUPANCY. AS OWNER, TENANT OR LESSEE,

I HAVE READ AND UNDERSTAND THE ABOVE-LISTED REQUIREMENTS

_____ OWNER _____ TENANT _____ LESSEE

SIGNATURE: _____ DATE: _____

PRINTED NAME OF ABOVE: _____

CONTACT PHONE NUMBER OF ABOVE: _____

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
A TAX I.D. IS REQUIRED BEFORE C.O. CAN BE PROCESSED**



HALTOM FIRE/RESCUE

5525 Broadway Ave, Haltom City, Texas 76117 • Phone: (817) 759-8660

Check List V

Final Fire Inspection for Certificate of Occupancy

The Haltom City Fire Marshal's Office is required to perform a final fire inspection before the certificate of occupancy is issued. The following is a general list of items that will be inspected, in order to insure all Life Safety and Fire Codes adopted by the City of Haltom City 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 in order 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. Haltom City Fire Inspectors do not perform maintenance on fire extinguishers.
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. Storage of any hazardous materials as defined by the Fire Code shall be permitted by the Haltom City Fire Marshal's Office and stored properly.
12. Extension cords are allowed on a temporary basis only. Temporary is defined as not more than 30 days.
13. All interior finishes required by the International Fire Code 2012 shall be maintained.
14. All storage and housekeeping practices shall be in neat order and cleanly maintained.
15. Occupant load signs shall be maintained and clearly visible in the area for which they apply. (If required)
16. 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.)
17. International Fire Code section 506 Key Boxes: All commercial buildings must have a Knox Box (contact Fire Marshal's Office for order information or order online by going to www.knoxbox.com)
18. Fire hydrants and Fire Department connections must be free and clear of obstructions and in proper working order.
19. 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)
20. 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.