



## GUIDELINES FOR CERTIFICATE OF OCCUPANCY

**New Construction:** Certificate of Occupancy (CO) Inspection after new construction is completed consists of a building, landscaping, engineering, lot grade, address numbers, and fire code inspection, before a CO can be authorized.

**Re-Occupying an Existing Structure:** CO Inspection is required when re-occupying a space. The City of Annetta South must review zoning approval, building inspection, and fire inspection.

1. Application is made on the form provided and the inspection fee is paid at issuance of the CO Permit.
2. The City of Annetta South determines the zoning of the property and if the requested use is appropriate.
3. If the occupancy group as classified by the building code is different than the previous occupant, then a plan review may be required prior to application approval.
4. The applicant should have address numbers posted and the door unlocked for inspection. Inspectors can call you to set up an appointment if desired.
5. The Building Official will verify the required parking surface is provided, any required landscaping is maintained, and the building structural and mechanical systems are maintained according to codes in effect when built or when the occupancy group was changed to its present occupancy. Also, anything found to be dangerous, unsanitary, or a fire hazard will be required to be brought up to the present building codes.
6. The Fire Inspector will inspect all items regulated by the Fire Code and require appropriate corrections.
7. In the event the occupancy includes a food service or food handling operation, the applicant must also apply for a health permit and inspections.
8. Accessibility for disabled persons may be required by state or federal laws and is solely the responsibility of the owner and/or occupant of the premises. The building inspector will only enforce items required by building code.
9. Upon approval of all required inspections, the Certificate of Occupancy will be issued.

Annetta South

We Help  
Each Other



P.O. Box 61  
Aledo, TX 76008

**APPLICATION FOR CERTIFICATE OF OCCUPANCY**

Applicant Name: \_\_\_\_\_

Date \_\_\_\_\_ Anticipated Move in Date \_\_\_\_\_

Name of Business \_\_\_\_\_

Physical Address of Property \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Owner of Leasing Agent \_\_\_\_\_

Use of Premise \_\_\_\_\_

1. Will there be any building or site alterations? \_\_\_\_\_
2. Do you plan to install or alter signs for proposed use? \_\_\_\_\_
3. Will the business store or handle hazardous materials or liquids as defined by the Uniform Fire Code? \_\_\_\_\_

Certificate Fee Paid \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_