Review and / or repair of the following conditions or items by the business owner or applicant prior to the required inspection will hasten issuance of the Certificate of Occupancy.

FIRE EXTINGUISHERS: At least one 2-A10BC fire extinguisher must be provided in every business. However, there must be sufficient number of fire extinguishers available so that a fire extinguisher is available within a maximum travel distance of 75 feet from any point in the building. All fire extinguishers must be inspected by the State of Texas and must be hung on the wall so that it is visible and accessible to the occupants.

EXIT DOORS, EXIT SIGNS & PANIC HARDWARE: Every business is required to have at least one exit door. If only one exit is required, an exit sign is not required. As long as there is a sign adjacent to the front door (main exit) stating "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS" with letters no less than one inch in height on a contrasting background, the door is not required to have panic hardware. If more than one exit is required, or if other than the main exit is equipped with an exit sign, the exit door must be equipped with panic hardware.

PERMANENT ADDRESS NUMBERS: Each building or tenant suite must have address numbers posted on the building or the front door. The numbers must be legible from the street and be at least 6 inches in height and be contrasting in color from the building mounting surface. For tenant spaces in strip centers, any rear doors, the electric meter base and the gas meter must also be numbered. 3-inch numbers will suffice.

SOME COMMON PROBLEMS TO BE AWARE OF: It is not possible to list every item that, if deficient, would result in a correction notice. However, following are some of the more common items that have occurred during other inspections:

1. Any open, exposed electrical wiring or any electrical boxes or service equipment without covers providing the opportunity of electrical shock or spread of fire in case of fault.
2. Any open plumbing drains or missing fixtures creating open drains and the potential of permitting sewer gas into the building.
3. Excessive use of extension cords for permanent wiring creating fire hazards.
4. Storage of combustible items in or near gas-fired water heater enclosures or gas-fired heating appliance enclosures creating fire hazards.
5. Heating / cooling equipment with missing doors or covers creating the potential of circulating flue gas in the building.
6. Blocked or unmarked exit doors or burned out exit lamps.

CERTIFICATE OF OCCUPANCY

NRH

PROCEDURES AND INSPECTIONS ITEMS

The information contained in this brochure will assist all new business, changes in building occupancy, changes in building ownership, change of business name and completion of an addition or renovation after work associated with a building permit is completed.

CITY OF NORTH RICHLAND HILLS

Planning & Development

7301 N.E. Loop 820

North Richland Hills, Texas 76180

Phone: (817) 427-6300

Fax: (817-427-6303

http://www.nrhtx.com

CERTIFICATE OF OCCUPANCY SUBMITTAL REQUIREMENTS

To obtain a Certificate of Occupancy (C of O) the following must be submitted:

A. Application for Certificate of Occupancy filled out completely and signed.

B. Driver's License of Business Owner or On-Site Agent of Business

C. Original Texas State Sales Tax Certificate (permanent or temporary) listing address with "North Richland Hills, Texas 76180 " on the certificate. Zip Codes 76117 and 76053 may be applicable. **NO OTHER CERTIFICATE WILL BE ACCEPTED.**

D. APPLICATION FEE:

$38.00 FOR CHANGE OF NAME OR OWNERSHIP

$62.00 FOR NEW BUILDING, ADD ON, CHANGE IN TENANT, OR REMODEL

IMPORTANT INFORMATION

Access for inspections: In all instances of inspection, the building or lease space must be unlocked in order for the inspector to inspect the building. If the building is locked, re-inspection fees may be accessed.

CERTIFICATE OF OCCUPANCY PERMIT PROCESS:

When the C of O Application, Texas State Sales Tax Certificate and Application Fee are received, the C of O Application will be processed as follows:

1. The application will be reviewed to determine that the business is located in the proper zoning district and that all zoning requirements are met.

2. **If the electricity is turned off:** A. The applicant must establish an account with their provider of choice prior to scheduling an inspection. B. The applicant will call the NRH Inspections Department by calling (817) 427-6300 to schedule a "walk through" inspection to determine if the electrical system is safe to be energized. After the walk through inspection, the Inspections Department will contact Oncor to turn on the electrical power for a temporary 30 day basis to allow completion of any Certificate of Occupancy work requirements.

Health Inspections: If your business includes food service, you will need to make arrangements with the North Richland Hills Health Department at (817) 427-6650 for the necessary permits and inspections. The Health Department must approve the Food Service Permit before the Certificate of Occupancy will be issued.

CERTIFICATE OF OCCUPANCY PERMIT PROCESS continued

4. The applicant must arrange a fire safety inspection with the NRH Fire Department by calling (817) 427-6900. Documentation of the approved fire safety inspection must remain on site for verification by the building inspector.

PLEASE NOTE: THE FIRE DEPARMENT INSPECTION MUST BE COMPLETED AND APPROVED PRIOR TO REQUESTING THE C OF O INSPECTION BY THE BUILDING INSPECTOR.

5. The applicant will call the NRH Inspections Department by calling (817) 427-6300. The NRH Customer Service Assistant will schedule an inspection of the premises by the building inspector who will be inspecting for compliance with building and zoning codes.

UPON APPROVAL, THE CERTIFICATE OF OCCUPANCY CERTIFICATE WILL BE ISSUED TO THE APPLICANT.

BUILDING MODIFICATIONS If building modifications, alterations, renovations or a change of use is proposed, it will be necessary to apply for and obtain all required building permits. Upon approval of all building permits, construction may take place. The Certificate of Occupancy will be issued after the final inspection has been made.

NRH

APPLICATION FOR A CERTIFICATE OF OCCUPANCY

(PLEASE PRINT OR TYPE ALL INFORMATION)

City of North Richland Hills
7301 NE Loop 820
N Richland Hills, TX 76180
0 (817) 427-6330
F (817) 427-6303

PART 1. CERTIFICATE OF OCCUPANCY LOCATION

Address: **Suite:** **Business Phone Number:**

PART 2. CERTIFICATE OF OCCUPANCY INFO:

Business Name _____

Bus. Owner _____

Mgr./Agent _____

Mail Address _____

City, State, Zip _____

Personal Phone ( ) _____ Fax ( ) _____

Email address _____

PART 3. PROPERTY OWNER / MGMT INFO:

Property Owner/ Mgr. Name _____

Contact _____

Mail Address _____

City, State, ZIP _____

Telephone ( ) _____ Fax ( ) _____

Email address _____

PART 4. CHOOSE ONE OF THE FOLLOWING: ☐ New Building ☐ Addition ☐ Change Name of Business ☐Change of Tenant ☐ New Tenant Finish Out (TFO) ☐ Change Owner of Business ☐ Change of Use

PART 5. TEXAS SALES AND USE TAX PERMIT: If you are collecting sales tax from your customers, you must submit the "Texas Sales and Use Tax Permit" for your North Richland Hills business with this application. The Sales Tax Office is located at 4040 Fossil Creek and can be reached at 817-847-6201.

PART 6. DESCRIBE BUSINESS IN DETAIL:

If State License/Registration is required for business operation, please provide copy for our records.

Total Square Footage _____ **Number** of Employees: _____ **6-Digit** NAICS Reference Code: _____

Is your business new to NRH? ☐Yes ☐No **If yes**, where is your business moving from? _____

If No, What address did you previously occupy in NRH? _____

Why relocating? _____ **If** this C/O is for additional space, expansion, or storage in NRH are you closing your existing space? ☐Yes ☐No **Do** you receive mail at the above address? ☐Yes ☐No

If No, please list address where we may reach you: _____

PART 7. If your occupancy or business does not involve the storage, sale or use of the following, circle NO; otherwise check the applicable items: NO YES (If yes, you must complete an Industrial Waste Questionnaire)

☐Alcoholic beverages
☐Flammable or combustible liquids (10 gal or more only)
☐Outside storage/display
☐Explosives or ammunition
☐Magnesium
☐X-Ray Development
☐Other hazards (specify)*
☐Food Products
☐Poisonous or hazardous chemicals and/or acids
☐Vehicles in building
☐Dust producing process
☐Fireworks
☐Woodworking
☐Dry Cleaning (flammable solvents)
☐Vehicle repair or Garage
☐Food and/or beverage processing, storage or sales
☐Recycling waste
☐Welding & Cutting
☐Liquid propane gas
☐Storage over 12' high

*Provide Chemical Data Sheets to the Building Inspection Department listing the maximum quantity of all hazardous materials.

NOTICE: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing the use of this property will be complied with whether specified herein or not. The granting of a Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other State or local law regulating the use of this property. **Existing pole signs shall not be utilized without Building Official approval.**

Signature of Applicant _____ Print Name _____ Date _____

**** OFFICE USE ONLY ****

Application #_____ **0000**_____ ☐ **Floor Plan Attached** ☐ **Industrial Waste Questionnaire Attached**

On-Site Sign ☐ Yes ☐ No Correct ☐ Yes ☐ No Health Inspection Req'd ☐ Yes ☐ No

Approved ☐ Yes ☐ No Reviewed By:_____ Date: _____ Zoning District _____ IBC Group _____

Previous Occupant:_____

Zoning Land Use Name: _____

Date Application Submitted_____ **Processed By (CSA)**_____ **Application Fee $**_____