

WHEN IS A CERTIFICATE OF OCCUPANCY (CO) REQUIRED?

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy.

WHAT IS REQUIRED FOR A C/O?

Complete and submit a **Certificate of Occupancy application**. The following information is required on the application.

1. The square footage of the building.
2. Name of the business.
3. Specific Use or type of business.
4. Name, Home Address and phone number of company owner or manager.
5. Name, address and phone number of property owner or manager.
6. Drivers license number of business owner.
7. Schedule an inspection with the **Building Inspection Department**.
8. New or remodeled building must comply with current codes. Existing buildings

must comply with the code in effect when they were built.

9. Existing buildings may be required to upgrade exterior components such as irrigated landscaping, trash dumpster enclosures and parking facilities, including striping and handicapped accessible spaces and ramps.

HOW LONG DOES IT TAKE TO GET A C/O?

The amount of time varies based on the complexity of the work, but generally you can expect your inspection the same day requested. After your Fire and Building Inspection, if no code violations are present, or if no life safety hazards are present, you may occupy the building.

IS MY BUSINESS ALLOWED IN ANY DISTRICT?

There is no cut and dry answer to this question. A review of your application is done to ensure that the type of business requested is allowed in that zoning district as well as meeting all the requirements for the occupancy group.

HOW CAN I GET TEMPORARY POWER TO MY BUILDING FOR REPAIRS?

Temporary Power can be granted in certain circumstances when no life safety is involved in the release of power to a building. The power release is good for only (30) days. After that time, the power is subject to removal if all repairs have not been made. Arrangements for an extension may be made with the **Building Official**.

CAN I DO THE REPAIR WORK ON MY BUSINESS?

Any work requiring a permit (electrical, plumbing, or mechanical) must be obtained by a licensed contractor with the **City of Hurst**. General maintenance not requiring a permit may be performed by anyone with knowledge of that general repair.

HOW MUCH DOES IT COST FOR A C/O APPLICATION?

An application fee of **\$35.00** is required on all **New Businesses** that open, **Change their Name, Change Ownership or Location** in the **City of Hurst**.

WHERE DO I GO TO OBTAIN A CERTIFICATE OF OCCUPANCY?

C/O applications may be obtained at the **Building Inspection Department at City Hall**

or the **City Of Hurst Web Page at:**

ci.hurst.tx.us

**Public Works Department
Building Inspection
Building Inspection Documents**

OUR GUARANTEE TO YOU IS:

We will make every effort to give you prompt, courteous and professional service

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