

Certificate of Occupancy Requisites

Building Inspections



Certificate of Occupancy



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Building Inspection Division

This building, or the described portion of the building, has been inspected for compliance with the requirements of the International Building Code for the group and division of occupancy and the use for which the proposed occupancy is classified.

A document issued by a Local Municipality or Building Department certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.



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Why is a C.O. Required?

- When the building is new, the C.O. verifies that it conforms to the most current life safety standards
- When the building is existing, has an ownership change, tenant change, or change in building use, a new C.O. is required to provide that the building is still safe to occupy
- The Fire Department uses the C.O. information to help identify potential hazards that may be encountered while responding to emergency calls
- Utilities can be released in the new tenant's name

Best Practices for when a C.O. required?



- When a new building is constructed and occupied;
- If an existing building or lease space is remodeled, enlarged, or altered;
- When any new use, tenant, or occupant is established;
- When any tenant name or ownership is changed



Language in the Current Ordinance

Sec. 17-36. - Certificates of occupancy. (Located in Zoning Ordinance)

(a) *Certificates of occupancy shall be required for any of the following:*

- (1) Occupancy and use of a building hereafter erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Occupancy and use of vacant land, except agricultural use.
- (4) Change in the use of land to a use of a different classification.
- (5) Any change in the use of a nonconforming use.

- Current ordinance does not address tenant name changes or ownership changes.
- New Tenant Registrations are not an ordinance requirement.
- Requires a Certificate of Occupancy when no building is involved.



Challenges with Current Ordinance

- Our current ordinance hinders our ability to (1) adequately track the occupancy of a building; (2) maintain up-to-date information about the occupant and its use; and (3) ensure code requirements are met.

Example: Work performed without a permit due to a new tenant moving into a space without any inspections. Tenant moves in a warehouse use for the purposes of storage, but converts the interior into a processing plant.

- The Certificate of Occupancy requirements are currently maintained in the Zoning Ordinance.
- We are inconsistent with the region

Recommendations



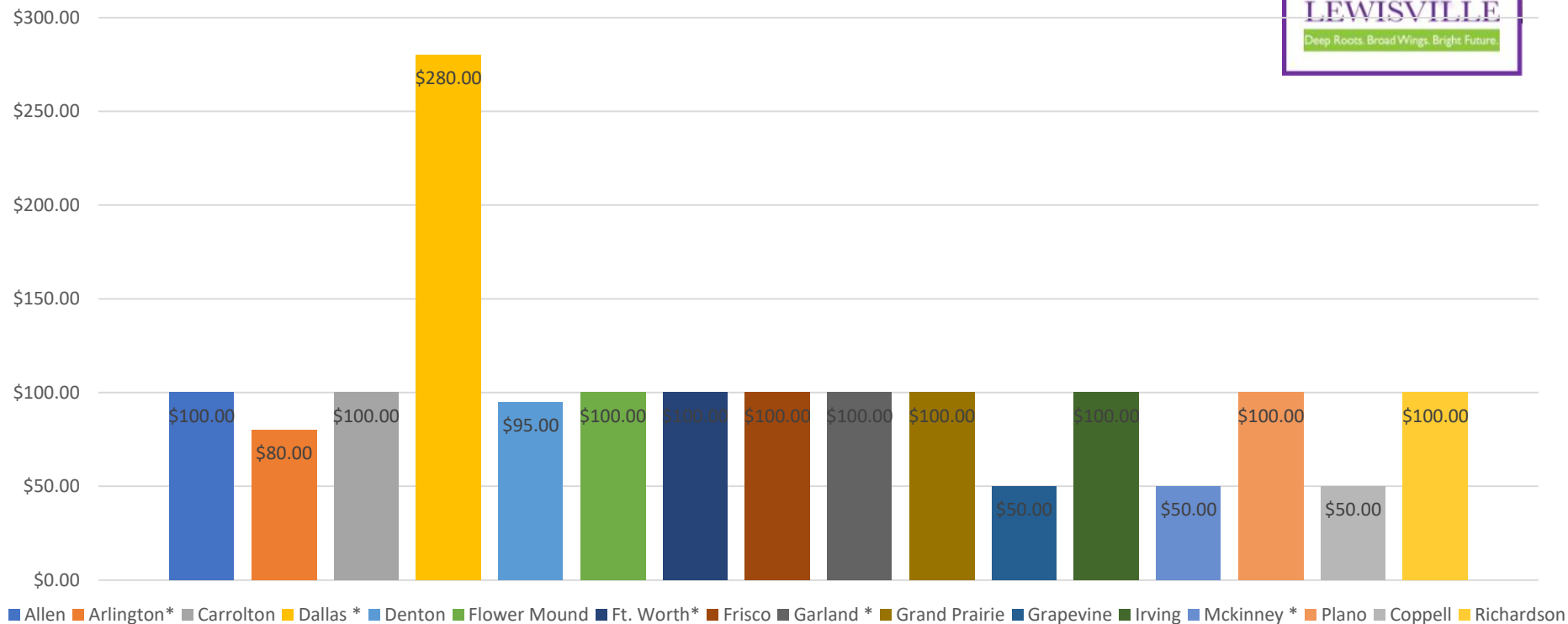
- Move the requirements from the Zoning Ordinance.
- Remove the following language regarding vacant land and use of land and add the underlined.

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 - (2) Change in use of an existing building ~~to a use of a different classification.~~
 - ~~(3) Occupancy and use of vacant land, except agricultural use.~~
 - ~~(4) Change in the use of land to a use of a different classification.~~
 - ~~(5) Any change in the use of a nonconforming use.~~
 - (6) When any tenant name or ownership is changed regardless of a change in use.

- Add a Certificate of Occupancy permit fee of \$100

Fee Comparison



* Minimum Charge



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Next Steps





Thank You!

Any Questions?