



Office Use Only

Address: \_\_\_\_\_

Permit #: \_\_\_\_\_

## Certificate of Occupancy Inspection Form

The inspections listed below are required to receive a Certificate of Occupancy. This form must be located on site for all inspections, and inspections are to be completed in the order listed.

Inspections (other than the fire inspection) may be requested by calling the inspection line at (940) 498-7502.

### UTILITY FINAL INSPECTION:

This inspection is only required if the electricity has been turned off to the space by the utility company. Once this inspection passes, please contact the utility provider to have service re-connected. Power must be on before the Fire and Building inspection will be completed.

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Date

### FIRE INSPECTION:

Contact the Fire Administration Office at (940) 321-2141 to schedule this inspection.

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Date

### BUILDING INSPECTION:

\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Date

Please return this form to the Planning and Development Department once all inspections have been completed. Once submitted, please allow at least 2-3 business days for the Certificate of Occupancy to be available. If you prefer to have your CO mailed, check the box below and complete the address information.

**Business Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_